



Montana Department of Justice  
Motor Vehicle Division

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# Temporary Registration Permit Service

User Manual for Authorized Agents/MVD

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## PURPOSE

The User Manual provides information about how the Montana Department of Justice (DOJ) Motor Vehicle Division (MVD) online Temporary Registration Permit (TRP) service functions. The manual outlines step-by-step instructions for how you (a user) get access to the service, issue a temporary vehicle registration permit, pay for the transaction, search for TRPs and vehicles, view TRP transaction information and track sales, reprint permits, and view billing information (Figs. 1-3).

The service is used by Montana auto dealerships, auto auction businesses, the state auction property and supply group (Montana Surplus), financial institutions, the MVD, and county motor vehicle departments.

## TRP Process Flows

### Creating a TRP

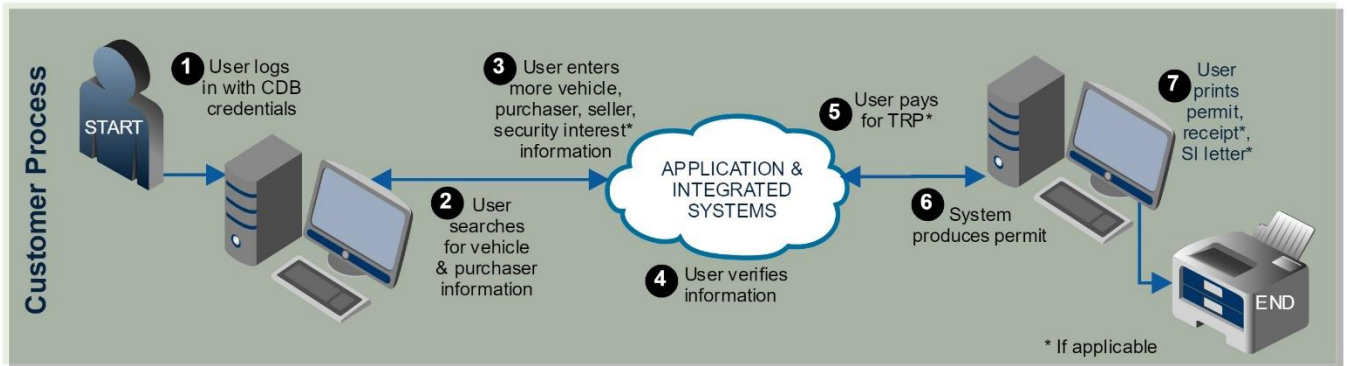


Fig. 1

### Paying for a TRP

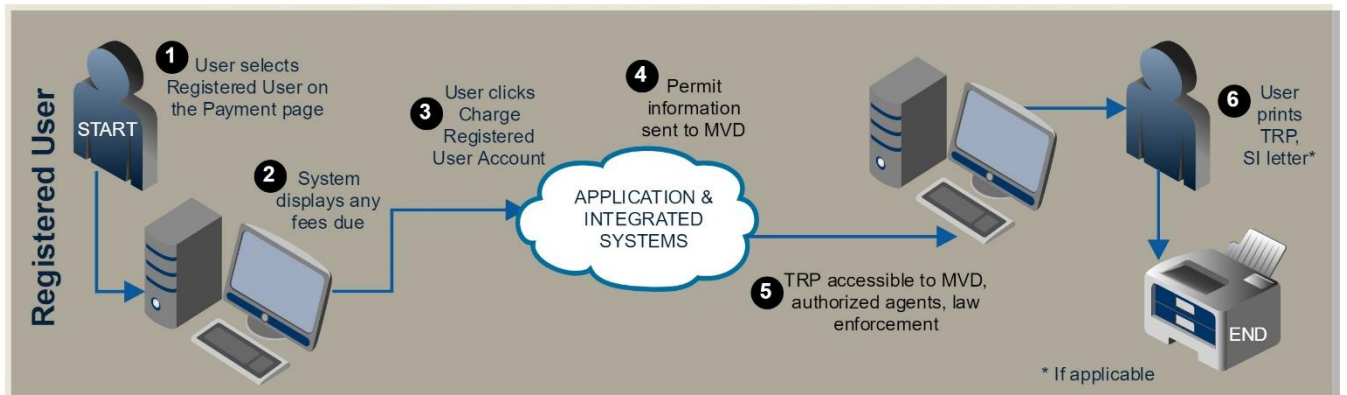


Fig. 2

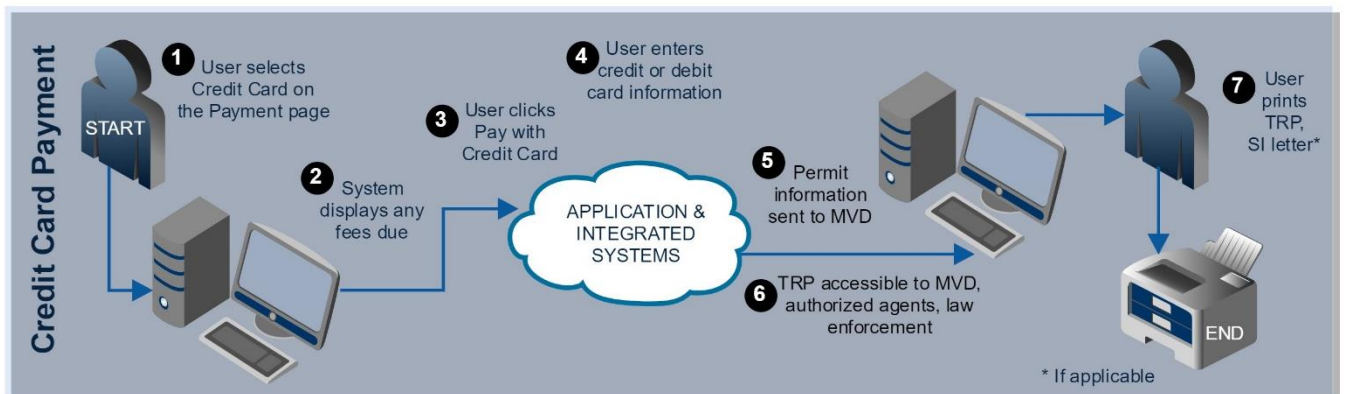


Fig. 3



## Service Use Requirements

Under state law, all motor vehicles including motor homes; motorcycles and quadricycles; travel trailers; utility trailers; all-terrain vehicles; sailboats over 12 feet in length; motorboats, jet skis and other motorized vessels; and snowmobiles must be registered with the State of Montana. Pickup campers are an exception; they must be titled, but are not registered. These vehicles must display a temporary registration permit, or TRP, as specified by Montana law (MCA §§ [61-3-303](#), [61-3-117](#), [61-3-224](#), [61-4-221](#), [23-2-511](#), )

**NOTE:** For a **Glossary** of key definitions, please refer to [Page 111](#).

In 2005, the Montana State Legislature mandated that all Montana auto dealerships use this Internet-based service (*Fig. 4*) to issue temporary registration permits. Today, there are nearly 1,000 dealer licenses in Montana and the state titles approximately 500,000 vehicles and registers nearly 1.3 million vehicles per year.

## Internet-based Service

You can access the online TRP service on a computer, tablet, or mobile device with an Internet connection. The service is mobile responsive, displaying correctly on mobile devices, such as smartphones and tablets.

## Browser Requirements

Computers, tablets, or mobile devices must use one of the following browsers to access the online TRP service.

- Current version of Google Chrome.
- Current version of Microsoft's browser.
- Current or one version prior to the current version of Mozilla Firefox.

The screenshot shows the web interface for the Montana Motor Vehicle Division's Temporary Registration Permit (TRP) Service. The header includes the MVD logo and the text 'MOTOR VEHICLE DIVISION'. Navigation links for 'Instructions', 'Fees', and 'Feedback' are in the top right. The main heading is 'Temporary Registration Permit Service'. Below this, contact information for the Vehicle Services Bureau is provided, along with service questions and concerns contact details (Email: [dojmvdtbrmt@mt.gov](mailto:dojmvdtbrmt@mt.gov), Phone: (406) 444-3661, Fax: (406) 444-0116). A description states the service allows creating, reissuing, and voiding TRPs for recently purchased vehicles, with a link to learn more about support options. The login section features input fields for 'Username' and 'Password', a 'Log in' button, and a 'Forgot username or password?' link. A 'TRP TRAINING VIDEO' link and a 'START TRAINING' button are also present. A 'TRY THE DEMO' button is located below the login section. At the bottom, the 'MERLIN status' is shown as 'ONLINE'.

Fig. 4

## Printing Requirements

To print a temporary registration permit or transaction information from the online TRP service, you must have a functioning printer connected to a computer or available via a local or Wi-Fi network.

TRPs output on laser printers are the most readable, but printing TRPs on most inkjet and dot-matrix printers is sufficient.


If you pay for a permit or any associated fees with a credit or debit card, you can print a receipt that is created with the TRP. No receipts are generated for transactions purchased solely with a registered user account. Registered user charges are included with the monthly invoice that your organization receives.

Once the temporary registration permit has been created, it appears on the screen as an Adobe Portable Document File (PDF). To view and print a PDF, the current version of Adobe Acrobat Reader® must be installed on the electronic device. Adobe Reader is easy to download and install for free. For more information, visit <https://get.adobe.com/reader>.

## Adding a Dealer Logo to a TRP

To enhance the visibility of their business, some auto dealerships opt to add their company logo to each TRP (Fig. 5). For information about how dealerships add a logo, please refer to [Page 14](#).


This is the Temporary Registration Permit -- place in plastic pouch and attach to rear vehicle license plate bracket -- DO NOT PLACE PERMIT IN BACK WINDOW



# 02-19-2018

# ZAAA4048

## 2010



## SUBA

VIN: 4S4BRBJC2A3332407      SELLER: TNT AUTOMOTIV

Cut Here -- Keep this section with vehicle until registered and plated

TEMPORARY VEHICLE REGISTRATION									
Temporary Plate Number <b>ZAAA4048</b>	Issue Date <b>01-10-2018</b>	Expiration Date <b>02-19-2018</b>	VIN <b>4S4BRBJC2A3332407</b>	Vehicle Year <b>2010</b>	Make <b>SUBA</b>	Color <b>SIL</b>	Model <b>O2L</b>	Body Style <b>SW</b>	
Owner #1 Name <b>SALLY SMITH</b>				Selling Dealer <b>TNT AUTOMOTIVE SALES INC</b>					
Owner #2 Name				Dealer Number <b>03D005</b>					
Street Address <b>100 NEILL AVE.</b>		City <b>HELENA</b>		State <b>MT</b>		Zip <b>59601</b>			
Mailing Address <b>100 NEILL AVE.</b>		City <b>HELENA</b>		State <b>MT</b>		Zip <b>59601</b>			
Montana Department of Justice						Motor Vehicle Division			

Fig. 5

## How to Purchase TRP Sleeves

Once printed, the temporary registration permit is placed inside a plastic sleeve and attached where the vehicle's rear license plate would normally be displayed.

Businesses, counties and agencies that issue TRPs must have a supply of plastic sleeves on hand when using the online TRP service. To purchase the sleeves, contact the Montana Automobile Dealers Association or the Montana Independent Automobile Dealers Association.

## Points of Contact

NAME	AGENCY	EMAIL	PURPOSE	PHONE NUMBER
Help Desk	mt.gov (MI)	<a href="mailto:helpdesk@egovmt.com">helpdesk@egovmt.com</a>	Access issues, service questions	406-449-3468, Ext. 0 or 866-449-3468, Ext. 0
Service Desk	DOJ MVD	<a href="mailto:DOJServiceDesk@mt.gov">DOJServiceDesk@mt.gov</a>	Service questions or issues	844-331-4357 or 406-444-3993
Vehicle Services Bureau Service Desk	DOJ MVD	<a href="mailto:dojmvdtrbrmt@mt.gov">dojmvdtrbrmt@mt.gov</a>	Vehicle or purchaser information issues	406-444-3661
Vehicle Services Bureau Service Desk	DOJ MVD	<a href="mailto:dojmvdtrbdlr1@mt.gov">dojmvdtrbdlr1@mt.gov</a>	Dealer license and privileges	406-444-3661
Montana Automobile Dealers Association		<a href="mailto:ddallas@mtada.com">ddallas@mtada.com</a>	To order TRP sleeves	406-442-1233
Montana Independent Automobile Dealers Association			To order TRP sleeves	406-874-2207



## AUTHORIZED AGENT/MVD ACCESS

Each individual user must be associated with an organization to access the online TRP service.

### How an Employee Gets Access To TRP

1. To request access for an authorized agent or MVD employee, the county or agency's point of contact submits an access request via email to the MI Help Desk that includes the:
  - User's first and last name.
  - User's email address.
  - Account with which the user should be associated.
2. The MI Help Desk calls a point of contact to provide the new user's username and password.

**NOTE:** For purposes of this user manual, unless otherwise specified, dealerships are defined as new/used auto dealerships, auto auction businesses, the state auction property and supply group, and financial institutions.

Other TRP service users include authorized agents and MVD employees.

**NOTE:** Counties and agencies must ensure that **EVERY** user completes TRP training. For more information, please refer to [Page 10](#).

### MVD Access Points of Contact

NAME	AGENCY	EMAIL	PHONE NUMBER
Holly Vinner	MVD	<a href="mailto:hvinner@mt.gov">hvinner@mt.gov</a>	406-444-6571
Paige Mander	MVD	<a href="mailto:pmander@mt.gov">pmander@mt.gov</a>	406-444-3568
Lisa Wanke	MVD	<a href="mailto:lwanke@mt.gov">lwanke@mt.gov</a>	406-444-1999

**NOTE:** County and other agency contacts vary and Montana Interactive (MI) maintains a current list when notified of new contacts.

## Credentials

The MI Help Desk calls the county or agency's point of contact to provide the username(s) and password(s) for one to four users.

- The MI Help Desk faxes the usernames and passwords to the point of contact if there are more than four users.
- The MI Help Desk will not activate TRP user login credentials until it receives a confirmation form for each user acknowledging that they have watched the entire training video.

## Mandatory Training

Counties and agencies must ensure that each user who will access the online TRP service completes the required TRP training.

1. To watch the training video, visit <https://app.mt.gov/trp>.
2. Click **Start Training** on the TRP Home page (*Fig. 6*).

**MOTOR VEHICLE DIVISION** Instructions Fees Feedback

## Temporary Registration Permit Service

Vehicle Services Bureau  
PO Box 201431  
302 N Roberts  
Helena, MT 59620-1431

For service questions and concerns, contact us at:  
▪ Email: [dojmvdtbrmt@mt.gov](mailto:dojmvdtbrmt@mt.gov)  
▪ Phone: (406) 444-3661  
▪ Fax: (406) 444-0116

This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.

[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

**Log in**

[TRY THE DEMO](#)

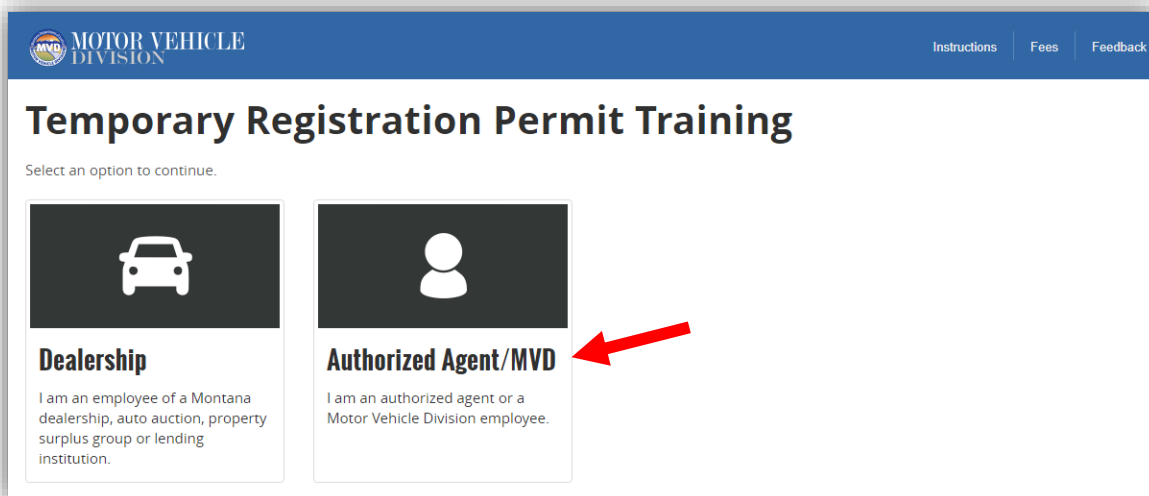
MERLIN status: **ONLINE**

TRP TRAINING VIDEO  
**START TRAINING**

Fig. 6

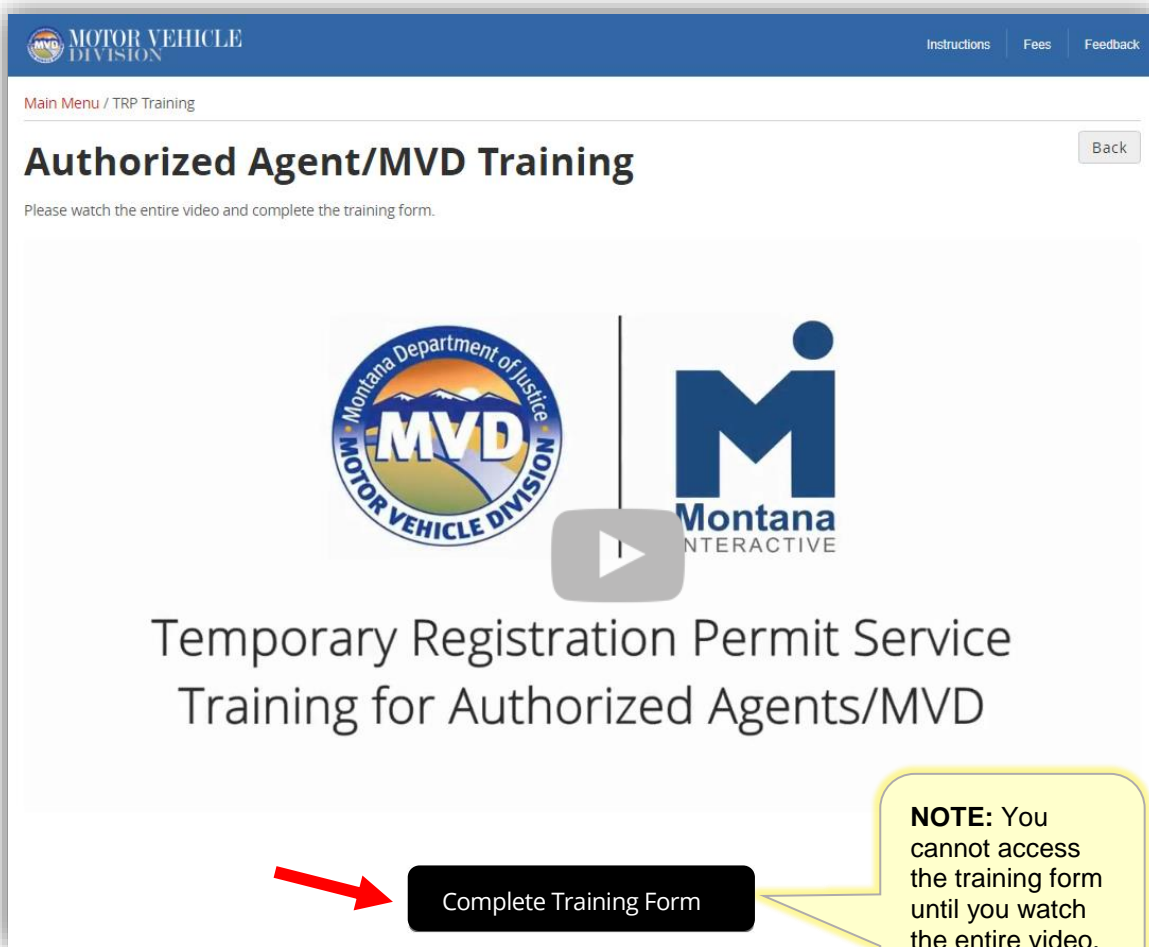
3. Select **Authorized Agent/MVD** (Fig. 7).
4. Watch the entire TRP training video.
5. Click **Complete Training Form** after watching the TRP training video (Fig. 8).
  - You cannot access the confirmation form until you watch the entire video.

**NOTE:** The MI Help Desk will not activate your TRP user login credentials until it receives your confirmation form acknowledging that you have watched the entire training video.



The screenshot shows the 'Temporary Registration Permit Training' page for the Montana Motor Vehicle Division. It features two selection cards: 'Dealership' and 'Authorized Agent/MVD'. A red arrow points to the 'Authorized Agent/MVD' card. The page includes a header with the MVD logo and navigation links for 'Instructions', 'Fees', and 'Feedback'. Below the title, it says 'Select an option to continue.'

Fig. 7



The screenshot shows the 'Authorized Agent/MVD Training' page. It features a video player with the Montana Motor Vehicle Division logo and the Montana Department of Justice logo. Below the video player, the text reads 'Temporary Registration Permit Service Training for Authorized Agents/MVD'. A red arrow points to the 'Complete Training Form' button at the bottom. The page includes a header with the MVD logo and navigation links for 'Instructions', 'Fees', and 'Feedback'. Below the title, it says 'Please watch the entire video and complete the training form.'

**NOTE:** You cannot access the training form until you watch the entire video.

Fig. 8

6. Click **Authorized Agent** or **MVD** (Fig. 9).
7. Fill in the text boxes (Figs. 10 or 11). Required text boxes are marked with an asterisk.
8. Click **Submit**.
9. Once the training form is submitted, the MI Help Desk receives an automatic email.

**NOTE:** The MI Help Desk will not activate your TRP user login credentials until it receives your confirmation form acknowledging that you have watched the entire training video.

## Trainee Information

If you have not completed your registration paperwork, please download the form at <https://app.mt.gov/registered>.

Once we have received your registered user form and confirmation of this training, we will activate your username and password.

Please identify your user type and enter the information requested in the corresponding fields below.

\* Required field

What type of user are you?

Dealership

Authorized Agent

MVD Employee

Fig. 9

What type of user are you?

Dealership

Authorized Agent

MVD Employee

County \*

Do you have a TRP username? \*

☐ Yes ☐ No

TRP Username \*

Trainee First and Last Name \*

*Separate names with commas*

Phone Number \*

555-555-5555

Fax Number

555-555-5555

Email Address \*

Submit

Fig. 10

What type of user are you?

Dealership

Authorized Agent

MVD Employee

Do you have a TRP username? \*

☐ Yes ☐ No

TRP Username \*

Trainee First and Last Name \*

*Separate names with commas*

Phone Number \*

555-555-5555

Fax Number

555-555-5555

Email Address \*

Submit

Fig. 11

## Troubleshooting

For any troubleshooting of the service itself or the TRP process, please select:

- **Learn more about your support options** on the Home page (Fig. 12).
- **TRP Help Topics** on the Main Menu page (Fig. 13).

**NOTE:** For more information about managing your **Registered User Account**, such as how to change your password, please refer to [Page 99](#).

**MOTOR VEHICLE DIVISION** Instructions Fees Feedback

## Temporary Registration Permit Service

Vehicle Services Bureau  
PO Box 201431  
302 N Roberts  
Helena, MT 59620-1431

For service questions and concerns, contact us at:  
▪ Email: [dojmvdtbrmt@mt.gov](mailto:dojmvdtbrmt@mt.gov)  
▪ Phone: (406) 444-3661  
▪ Fax: (406) 444-0116

This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.

[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

[Log in](#)


[TRY THE DEMO](#)

**TRP**  
TRAINING VIDEO  
[START TRAINING](#)


Fig. 12

## Temporary Registration Permit Client

Select an option to continue.


**Training Guide**

- [TRP Help Topics](#)

**VIN Search**

(Opens a different service in a new window)

- [Search by VIN](#)

**Temporary Registration Permit**

- [Create 40 Day](#)
- [View Activity](#) - Reprint, reissue, void, and view counts.
- [View Specific](#)
- [Issue 90 Day TRP Different Location](#)

Fig. 13



## Dealer Logo Feature

To enhance the visibility of their business, some auto dealerships opt to add their company logo to each TRP (Fig. 14).

1. To sign up, a dealership's point of contact identified on the Registered Service Agreement emails the Help Desk at [helpdesk@egovmt.com](mailto:helpdesk@egovmt.com).
2. To discontinue the logo feature, dealerships must contact the MI Help Desk at [helpdesk@egovmt.com](mailto:helpdesk@egovmt.com).



Fig. 14

## How to Discontinue Access

If your county or agency needs to remove access for one of its employees, your point of contact must email the MI Help Desk at [helpdesk@egovmt.com](mailto:helpdesk@egovmt.com).

**NOTE:** The email also may come from the MVD Security team, [dojmvdssecurity@mt.gov](mailto:dojmvdssecurity@mt.gov).

## THE HOME PAGE

The following section describes the initial online TRP service page, located at <https://app.mt.gov/trp>. There are several options on the Home page (Fig. 15) for authorized agents and MVD employees who need to create a temporary registration permit:

- To contact the Vehicle Services Bureau with service questions or concerns, use the information listed.
- To watch videos about how to use the online TRP service, select **Learn more about your support options**.
- To take the required training before using the service, click **Start Training**.
- To watch an online service demonstration about how the service functions, click **Try The Demo**.
- Other links on the Home page that also appear throughout the service are:
  - **Instructions** for the service.
  - **Fees**, which lists the price for a single record search.
  - **Feedback**, which displays a form to fill out and submit if you would like to offer feedback about the service.

## How to Log In

Once you have completed the required training (Page 10), and your registered username and password have been activated, log in to the online TRP service at <https://app.mt.gov/trp>.

1. Enter your **Username** and **Password**.
2. Click **Log in**.

**MOTOR VEHICLE DIVISION** Instructions Fees Feedback

### Temporary Registration Permit Service

Vehicle Services Bureau  
PO Box 201431  
302 N Roberts  
Helena, MT 59620-1431

For service questions and concerns, contact us at:  
▪ Email: [dojmvdrbrmt@mt.gov](mailto:dojmvdrbrmt@mt.gov)  
▪ Phone: (406) 444-3661  
▪ Fax: (406) 444-0116

This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.

[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

**TRP**  
TRAINING VIDEO

Fig. 15

## Navigation

The following features appear throughout the online TRP service pages:

- An asterisk indicates required information. You must complete all text boxes marked with an asterisk before the service will allow you to continue (*Fig. 16*).
- Drop-down lists are marked by an arrow. To view your choices, click on the arrow.
- The word **OR** indicates that you can choose which type of information to enter. For example, a purchaser, seller, or lien holder might be a company or an individual, therefore you can enter a company name or a first and last name.
- You cannot enter information in gray-shaded text boxes.
- If any required information is missing, a message appears below the text box in red text.
- Clicking **Continue** allows you to proceed to the next page after you enter all required information (*Fig. 17*).
- Clicking **Main Menu** allows you to cancel creation of the TRP and return to the Main Menu page.
- Each page displays a message in the lower left-hand corner about whether the MVD system (MERLIN) is in online or offline mode. For more information about offline mode, please refer to [Page 110](#).
- Error messages display in a red pop-up box on the right side of the page (*Figs. 18-19*). For more information about error messages, please refer to [Page 108](#).
- Warning messages display in a blue pop-up box on the right side of the page (*Figs. 20-21*). For more information about warning messages, please refer to [Page 109](#).

Fig. 16

Fig. 17

Fig. 18

Fig. 19

Fig. 20

Fig. 21

## How to Log Out

As a registered user, it is important to log out of the online TRP service to prevent someone from using your account while you are away from your computer.

- The **Log out** link displays at the top of every page of the online TRP service (*Fig. 22*).
- To end the session, select **Log out**. You'll be returned to the Home page of the online TRP service.

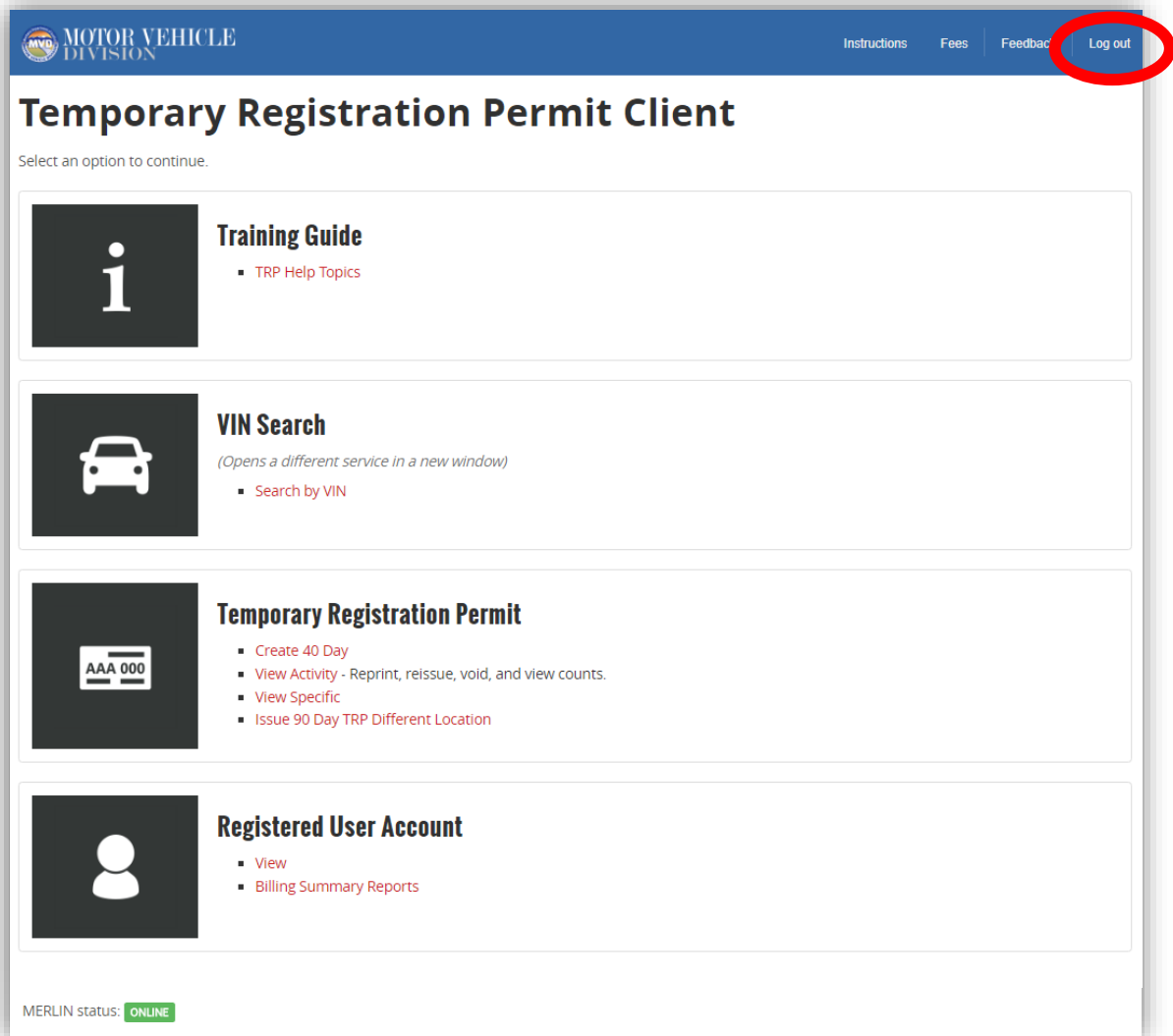


Fig. 22

## THE MAIN MENU

The online TRP service Main Menu page is divided into four sections: Training Guide, VIN Search, Temporary Registration Permit, and Registered User Account.

Other links on the Main Menu page that also appear throughout the service are:

- **Instructions** for the service.
- **Fees**, which lists the prices for an in-state and out-of-state TRP.
- **Feedback**, which displays a form to fill out and submit if you would like to offer feedback about the service.
- **Log out**, which you should select when you finish using the service. Logging out prevents unauthorized users from performing transactions on a shared or unattended computer.

## Training Guide

In the Training Guide section, you can access a list of topics that link to instructional videos.

To select topics and watch instructional videos, select **TRP Help Topics** (Fig. 23).

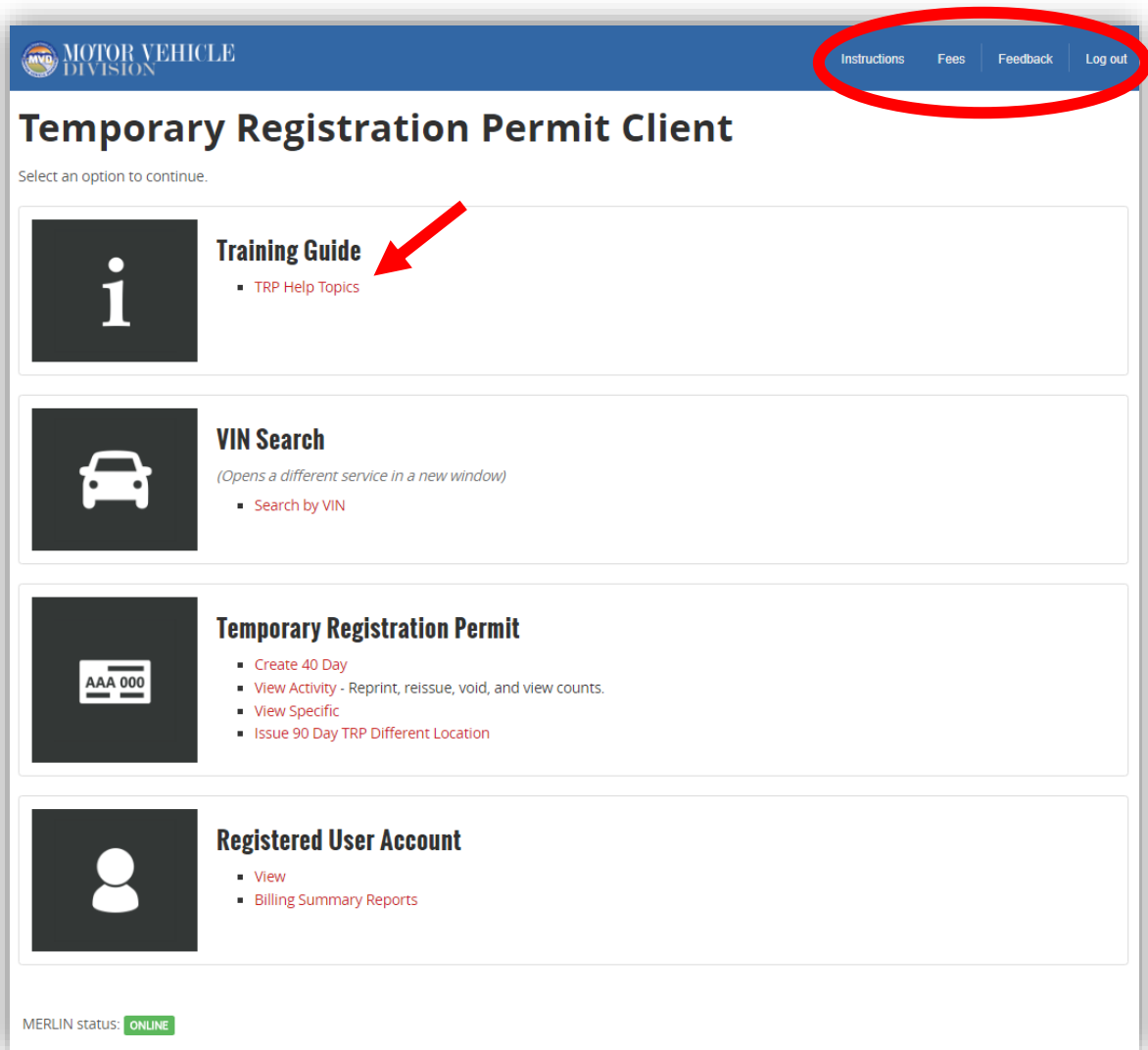


Fig. 23



## TRP Help Topics

1. To watch instructional videos, select a subject in red text from the **TRP Help Topics** menu (*Fig. 24*).
  - The videos, which can be viewed on any computer, tablet, or mobile device, are available 24 hours a day, 365 days per year.
2. To return to the Main Menu page, click **Back**.
3. To return to the Main Menu page, click **Main Menu**.

## TRP Help Topics

Select an option to continue.

### 1. Log In

- [How to Log In](#)

### 2. Create a 40-day TRP

- [Standard Purchaser](#)
- [Lessor-Lessee Purchaser](#)
- [LLC Purchaser](#)

### 3. Create a 90-day TRP

- [Dealership](#)
- [Authorized Agent/MVD](#)

### 4. Reprint a TRP

- [How to Reprint a TRP](#)

### 5. Void a TRP

- [Void and Reissue a TRP](#)
- [Void and Close a TRP](#)
- [Void for Cancellation of Sale after TRP Expires](#)

### 6. Reports

- [Activity Reports](#)

### 7. Using the Vehicle Search Service

- [How to Search for a Vehicle](#)

### 8. Accessing your Registered User Account

- [How to Review your Registered User Account](#)

### 9. Exception Processing

- [Warning Messages](#)
- [Error Messages](#)
- [Offline Mode](#)

### 10. Log Out

- [How to Log Out](#)

[Back](#)[Main Menu](#)

Fig. 24

## VIN Search

In the VIN Search section, you can search for information about any vehicle that is titled and/or registered in Montana by entering a vehicle's unique identification number, a VIN.

To enter a VIN, select **Search by VIN** (Fig. 25). The Vehicle Search page opens in a new browser tab.

## Vehicle Search

1. On the Vehicle Search page, enter a vehicle identification number (Fig. 26).
2. To proceed, click **Search**.
3. To return to the online TRP service Main Menu page, click **Back**.

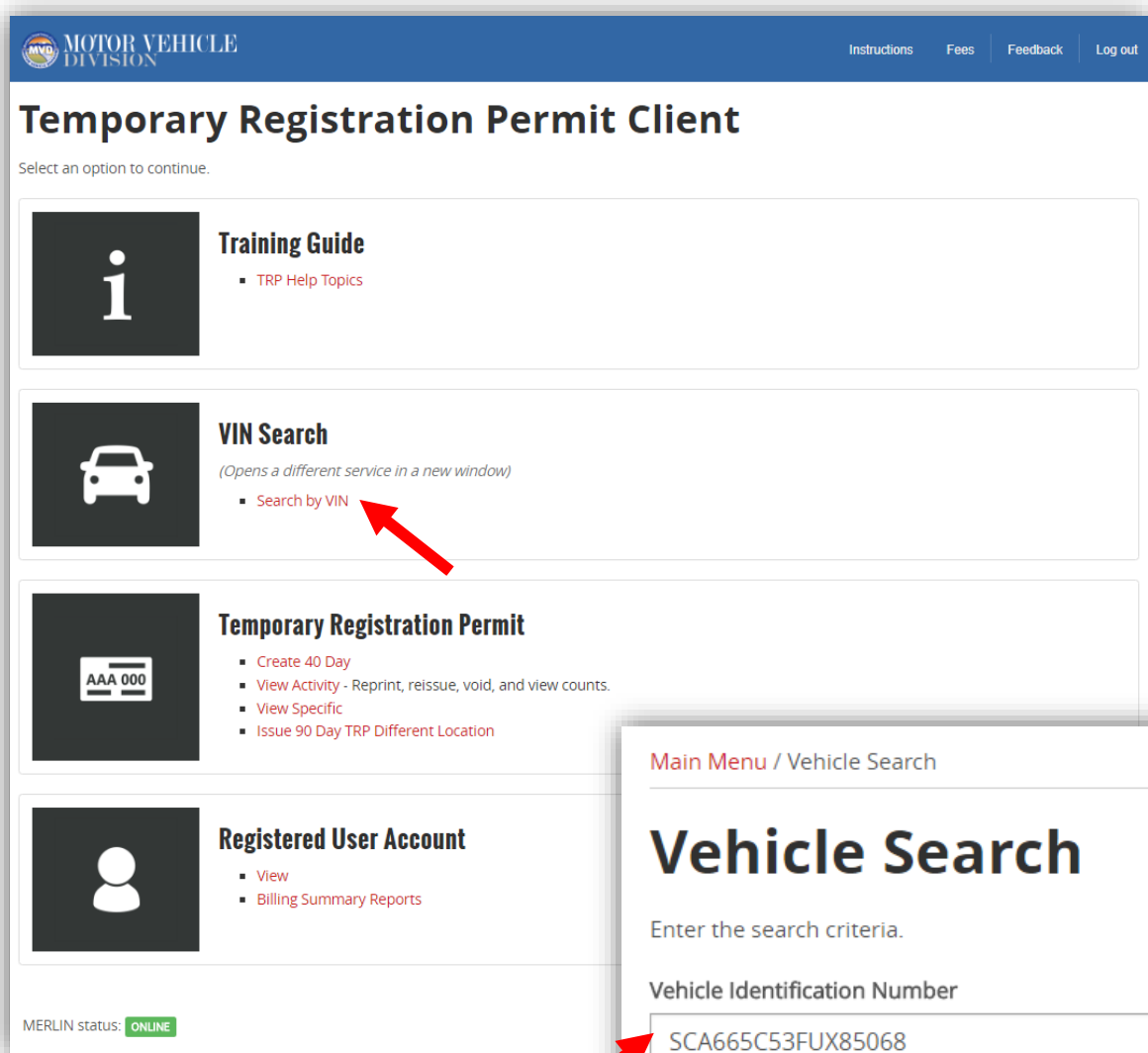


Fig. 25

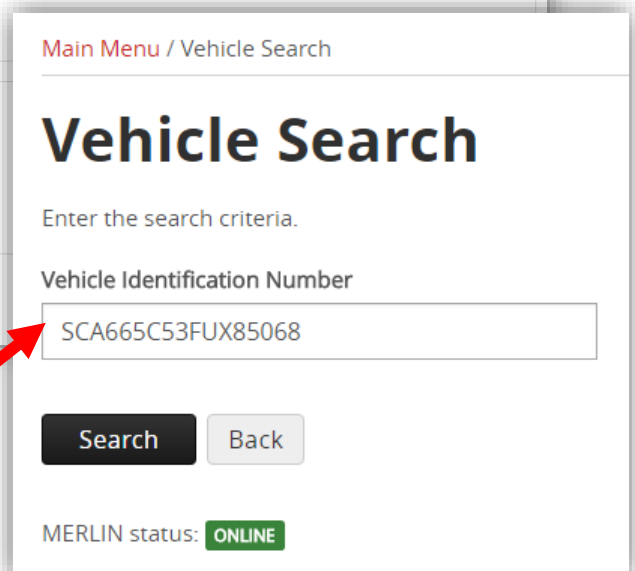


Fig. 26

## View Record

MVD releases personal information contained in a vehicle record only to those who qualify under Montana's Driver Privacy Protection Act (DPPA). The resale or further disclosure of information contained in the record is subject to strict regulation under state and federal laws. For more information about the laws controlling the information, select [Montana Driver Privacy Protection Act - Sections 61-11-501 through 61-11-516 of the Montana Code Annotated](#).

### Single Vehicle Record

If a single vehicle record is found, the vehicle record is displayed on the Vehicle Record page (*Figs. 27-29, pgs. 21-23*).

As an online TRP service user, you can see the following sections of the vehicle record (exceptions are noted):

- Vehicle Information
- Title
- Vehicle Ownership – You can see all information except the SSN or the previous owner.
- Lien History
- Title History
- Registration Information

## Vehicle Record

Use of the following information is subject to the limitations described in the [Montana Driver Privacy Protection Act - Sections 61-11-501 through 61-11-516 of the Montana Code Annotated](#).

---

### Vehicle Information

Vehicle Identification Number	4YDF27820AC504015	MSRP	
Vehicle Identification Number 2		Manufacturer's GVW or GCW	
Vehicle Number	2639756	Engine Size	
Year	2010	Length	336
Make	COUG	Shipping Weight	7300
Model	CG2	Motor Home Class	
Type	TL	Fuel Type	
Extended Model		Vehicle Characteristics	
Style	TL 5W	Insurance Suspension	false
Color	WHI	Vehicle Ownership ID	2938193
Ton Code			

---

### Title

Title	AA0323230
Status	Approved
Title Date	03-02-2010
Application Date	02-17-2010
Sale Date	01-08-2010
Brand	
Selling Dealer	04D015
Odometer/Odometer Indicator	/
Title Surrendered to	
Jurisdiction of Title	MT

Fig. 27

## Vehicle Ownership

### CURRENT

Owner Name Shea, Janet, Mulcahy  
Customer Number 2619898

#### Street Address

Address Line 1 406 S Jackson St  
Address Line 2  
City Butte  
State MT  
Zip 597012308

Owner Name Shea, Timothy, Joseph  
Customer Number 2619938

#### Street Address

Address Line 1 406 S Jackson St  
Address Line 2  
City Butte  
State MT  
Zip 597012308

#### Mailing Address

Address Line 1 406 S Jackson St  
Address Line 2  
City Butte  
State MT  
Zip 597012308

#### Mailing Address

Address Line 1 406 S Jackson St  
Address Line 2  
City Butte  
State MT  
Zip 597012308

## Lien History

SI Holder Name Bank Of The West  
Customer Number 2066040

#### Street Address

Address Line 1 Box 2497  
Address Line 2  
City Omaha  
State NE  
Zip 68103

#### Mailing Address

Address Line 1 PO Box 2497  
Address Line 2  
City Omaha  
State NE  
Zip 681032497

## Title History

Fig. 28

1. To print a copy of the record, click **Print** (Fig. 29).
2. To conduct another search for a vehicle record, click **Start Another Search**.
3. To return to the online TRP service Main Menu page, click **Main Menu**.

### Registration Information

Registration Number	3475496	Registration Start Date	02-01-2010
Status	Active	Registration End Date	PERMANENT
RPO	false	Registration Usage	Recreational Trailer
1-Year Registration	false	County	Silver Bow
Declared GVW		GVW Class	
GVW Begin Date		GVW End Date	

Number	101504A	Registration Start Date	02-01-2010
Type	Std County Perm Lg	Registration End Date	PERMANENT
Status	Active	Registration Usage	Recreational Trailer

Tab Number

### TRP

Number	
Type	
Issue Date	
Expiration Date	
Issue By	
Single Move Origin (City/State)	/
Single Move Destination	/

### Fees

Item	Cost
Std County Perm Lg Init NP	\$10.00
TRP MT Resident	\$3.00
Travel Trailer Reg Fee	\$152.00
SI Recording Fee	\$0.00
MHP (Montana Highway Patrol)	\$5.00
Heavy Vehicle Title fee	\$10.00

Transaction ID TRPVHS2018020517211637626  
Date & Time 02-05-2018 17:21:16 MST

Print

Start Another Search

Main Menu

MERLIN status: ONLINE

Fig. 29



### Multiple Vehicle Records

If the service finds multiple records, the Search Results page displays a list of vehicles (*Fig. 30*). The page also displays a total number of records found.

1. Select the owner's name in red text to view and/or print the vehicle record.
2. To conduct another search for a vehicle record, click **Start Another Search**.
3. To return to the online TRP service Main Menu page, click **Main Menu**.

### No Matching Records

If the service finds no matching records, the page displays a message (*Fig. 31*).

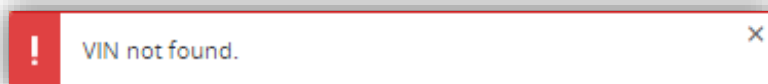
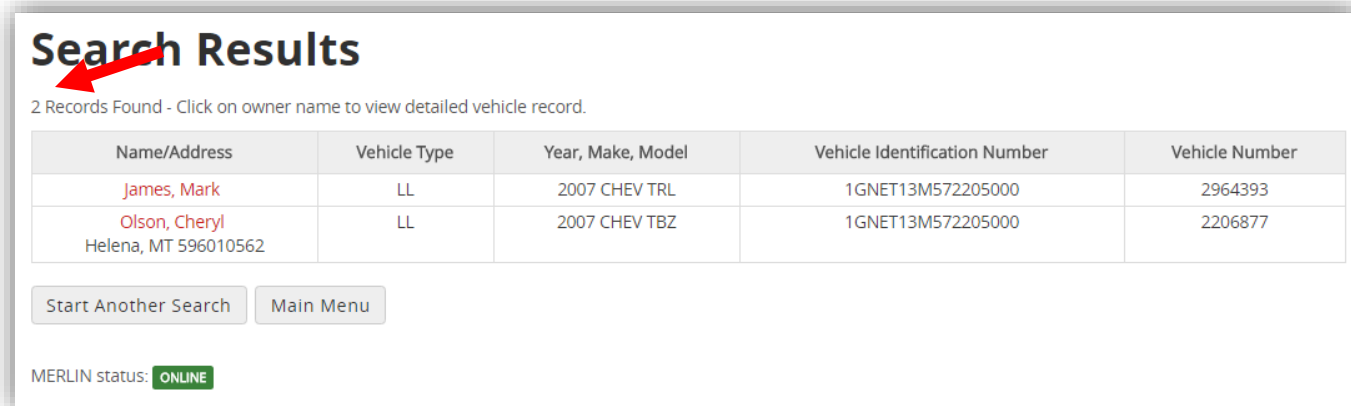


Fig. 31

A screenshot of the "Search Results" page. At the top, the heading "Search Results" is in large, bold black font. Below it, a red arrow points to the text "2 Records Found - Click on owner name to view detailed vehicle record." Below this is a table with five columns: "Name/Address", "Vehicle Type", "Year, Make, Model", "Vehicle Identification Number", and "Vehicle Number". The table contains two rows of data. In the first row, "James, Mark" is in red text. In the second row, "Olson, Cheryl" is in red text. Below the table are two buttons: "Start Another Search" and "Main Menu". At the bottom left, it says "MERLIN status: ONLINE" with "ONLINE" in a green box.

Name/Address	Vehicle Type	Year, Make, Model	Vehicle Identification Number	Vehicle Number
James, Mark	LL	2007 CHEV TRL	1GNET13M572205000	2964393
Olson, Cheryl Helena, MT 596010562	LL	2007 CHEV TBZ	1GNET13M572205000	2206877

Start Another Search    Main Menu

MERLIN status: **ONLINE**

Fig. 30

## Create a 40-Day TRP

To issue a 40-day TRP, select **Create 40 Day** in the Temporary Registration Permit section on the Main Menu page (Fig. 32).

Authorized agents and MVD employees can create the following types of TRPs:

- **Vehicle sale:** For instructions, please refer to [Page 26](#).
- **Private Sale:** For instructions, please refer to [Page 42](#).
- **Plate Order:** For instructions, please refer to [Page 43](#).
- **Limited Use:** For instructions, please refer to [Page 43](#).
- **Single Move:** For instructions, please refer to [Page 43](#).
- **VIN Inspection:** For instructions, please refer to [Page 43](#).
- **Title Paperwork:** For instructions, please refer to [Page 43](#).
- **90-Day:** To create a 90-Day TRP, select **View Activity**, **View Specific**, or **Issue 90 Day TRP Different Location**. For instructions, please refer to [Page 81](#).

### Helpful Resources

#### TRP training video:

<https://app.mt.gov/trptraining/authorized.html>

#### TRP Help Topics:

<https://app.mt.gov/trptraining/topics/index.html>.

#### Help Desk:

406-449-3468, Ext. 0, or [helpdesk@egovmt.com](mailto:helpdesk@egovmt.com)

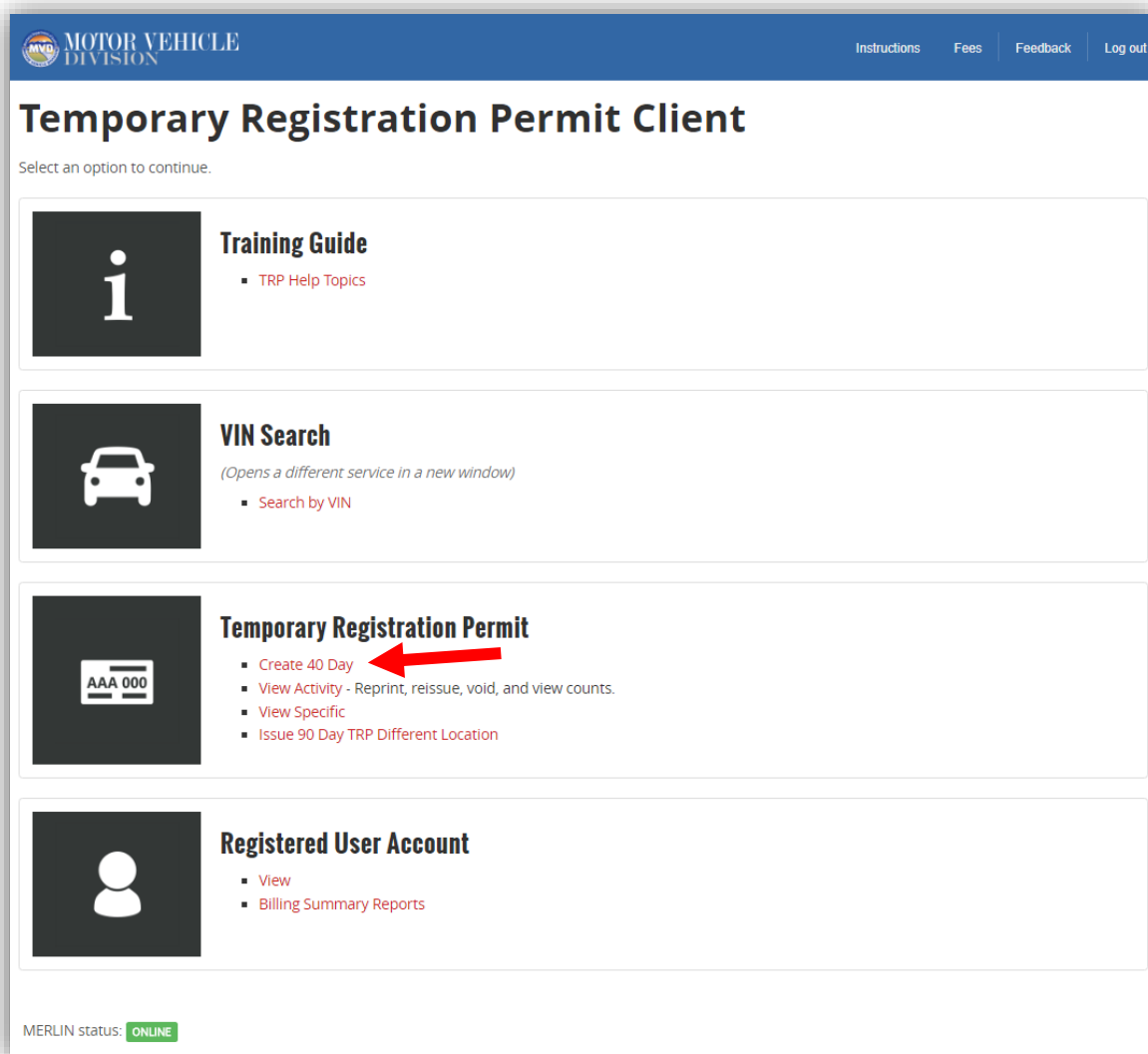


Fig. 32

## Vehicle Sale TRP

To issue a **Vehicle Sale** TRP, you must enter the vehicle, purchaser(s), seller information and, if applicable, the lender information. The online TRP service searches for information about the vehicle, purchaser(s), seller, and lender in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while purchaser, seller, and lender information are tied to unique ID numbers.

### Search for Vehicle & Purchaser

#### Vehicle Information

1. Select **Vehicle Sale** (Fig. 33) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page. **NOTE: Vehicle Sale** is the default choice.
2. Select the **Vehicle Type**. Possible choices are:
  - ATV
  - Boat
  - Bus
  - Manufactured Dwelling
  - Mobile Home
  - Motorcycle
  - Motor Home
  - Passenger
  - Snowmobile
  - Special Mobile
  - SUV
  - Truck
  - Truck Camper
  - Trailer
  - Trailer (recreational)
  - Van
  - Golf Cart
3. Enter the **Vehicle Identification Number (VIN)**.

#### Who can issue this type of TRP?

Although Vehicle Sale TRPs are issued primarily by employees of new and used auto dealerships, authorized agents and MVD employees also can issue these types of TRPs.

#### When is this type of TRP issued?

When a customer buys or leases a new or used vehicle.

**Vehicle & Purchaser Search**

Enter the requested information.  
\* Required field

**Vehicle**

Type of TRP to Issue \*

Vehicle Sale

Vehicle Identification Number (VIN) \*

Vehicle Type \*

ATV  
Boat  
Bus  
Manufactured Dwelling  
Mobile Home  
Motorcycle  
Motor Home  
Passenger  
Snowmobile  
Special Mobile  
SUV  
Truck  
Truck Camper  
Trailer  
Trailer (recreational)  
Van  
Golf Cart

Fig. 33

## Purchaser(s) Information

You must enter at least one purchaser. If a purchaser wants the vehicle titled in two names, complete both the Purchaser 1 and Purchaser 2 sections. **NOTE:** If the customer is leasing the vehicle, enter the lessor's information in the Purchaser 1 section and the lessee's information in the Purchaser 2 section.

1. Enter the purchaser's name on the Vehicle & Purchaser Search page (Fig. 34).

- **Company Name:** If the purchaser is an organization, enter the company name. The text box allows a maximum of 66 characters. Allowed characters are:
  - Apostrophe (')
  - Dollar sign (\$)
  - Space ( ) not consecutive
  - Dash (-)
  - Exclamation (!)
  - Quote (")
  - Percent (%)
  - Ampersand (&)
  - Open and Close Parenthesis ( )
  - Open/Close Brackets { }
  - Asterisk (\*)
  - Period (.)
  - Colon (:)
  - Semi-Colon (;)
  - Question Mark (?)
  - Underscore (\_)
  - Tilde (~)
  - Plus (+)
  - Equals (=)
  - Upper/Lower Case letters
- **First Name, Middle Initial, Last Name, Suffix:** If the purchaser is an individual, enter the name exactly as it appears on the purchaser's driver's license or identification credential.
  - The name text boxes each have an 80-character limit and allow the A-Z, space, dash, and apostrophe characters.
  - If the purchaser only has one name, such as Prince, enter it in the last name text box.
  - If applicable, select a suffix. Choices are JR, SR, 1st-9th, and I-IX.
  - If the purchaser does not have a suffix or a middle initial, leave the text boxes empty.

**NOTE:** If a **Purchaser** is a current Montana driver, the legal name and address prepopulates on the next page with the driver's information found in the MVD system.

**Purchaser/Requestor 1**

Company Name

OR

First Name \* Sally Middle Initial L Last Name \* Smith Suffix

ID Number \* ID Type \* ID Jurisdiction \* Ownership Type \*

**Purchaser/Requestor 2**

Company Name \* Sally's Paint Pots

OR

First Name Middle Initial Last Name Suffix

ID Number \* ID Type \* ID Jurisdiction \* Ownership Type \*

Fig. 34

2. Enter the purchaser's **ID Number** (Fig. 35).
  - If the purchaser has no ID, enter None.
  - If you enter None, the **ID Type** and **ID Jurisdiction** text boxes are shaded in gray.
  - Remove the hyphen if entering an FEIN.
3. Select the **ID Type**. Possible choices are:
  - Driver License Number
  - Identification Card Number
  - FEIN
  - MVD Customer Number
  - Montana Corporation ID Number
  - Tribal ID
  - Wrecking Facility License Number
  - Dealer License Number
4. If the ID is from Montana, select Montana from the **ID Jurisdiction** drop-down menu.
  - If the ID is not from Montana, select the State, U.S. territory, or Canadian province where it was issued in the **ID Jurisdiction** drop-down menu.
  - If the **ID Type** is FEIN, no jurisdiction is necessary. If you select FEIN, the service no longer displays the **ID Jurisdiction** text box.
5. Select the **Ownership Type**.
  - **Purchaser:** Select **Purchaser** if the customer is an individual or a small business (not an LLC).

**NOTE:** It is important to only enter **None** for the **ID Number**, when the purchaser has none of the forms of identification listed.

**Purchaser/Requestor 1**

Company Name

OR

First Name \*  Middle Initial  Last Name \*  Suffix

ID Number \*  ID Type \*  ID Jurisdiction \*  Ownership Type \*

**Purchaser/Requestor 2**

Company Name \*

OR

First Name  Middle Initial  Last Name  Suffix

ID Number \*  ID Type \*  Ownership Type \*

Fig. 35

**NOTE:** You cannot select an **Ownership Type** for **Purchaser 2** until after you fill in the **Purchaser 1** text boxes.



- **Lessor/Lessee:**
  - Select **Lessor** in the Purchaser 1 section if the customer is leasing the vehicle (*Fig. 36*).
  - Select **Lessee** in the Purchaser 2 section.
  - Unless noted, all data entry requirements on [Pages 27-28](#) apply.
  - If there are additional owners and lessees, you can add those into the MVD system.

**Purchaser/Requestor 1**

Company Name

OR

First Name \*  Middle Initial  Last Name \*  Suffix

ID Number \*  ID Type \*  ID Jurisdiction \*  Ownership Type \*

**Purchaser/Requestor 2**

Company Name \*

OR

First Name \*  Middle Initial  Last Name \*  Suffix

ID Number \*  ID Type \*  ID Jurisdiction \*  Ownership Type \*

**NOTE:** It is important to only enter **None** for the **ID Number**, when the purchaser has none of the forms of identification listed.

Fig. 36

- **LLC:**
  - Select **LLC** in the Purchaser 1 if the customer is a limited liability company (LLC) (*Fig. 37*).
  - There is no Purchaser 2 section if Purchaser 1 is an LLC.
  - Unless noted, all data entry requirements on [Pages 27-28](#) apply.

**NOTE:** While **Lessor** and **Lessee** are presented in a specific order in this user manual, the **Lessee** may be **Purchaser 1** and the lessor may be **Purchaser 2**.

**Purchaser/Requestor 1**

Company Name \*

OR

First Name  Middle Initial  Last Name  Suffix

ID Number \*  ID Type \*  Ownership Type \*

**NOTE:** If the **Purchaser** is an **LLC**, the service displays a required **LLC** agent section on the **Vehicle & Purchaser** page (*Fig. 48, pg. 36*).

Fig. 37

## Seller Information

Enter the seller information in the Seller section on the Vehicle & Purchaser Search page (Fig. 38).

1. Select a **Montana Dealer License** from the drop-down menu. If you select a dealer, the ID fields populate with information from the MVD system.  
OR
  - Enter a **Company Name**. If the seller is an organization, enter the company name. See character specifications on [Page 27](#).OR
  - Enter a **First Name** and **Last Name**. If the seller is an individual, enter the name exactly as it appears on the seller's driver's license or identification credential. See character specifications on [Page 27](#).
2. Enter the seller's **ID Number**.
  - If the seller has no ID, enter None.
  - If you enter None, the **ID Type** and **ID Jurisdiction** text boxes are shaded in gray.
  - Remove the hyphen if entering an FEIN.
3. Select the **ID Type**. Possible choices are:
  - Driver License Number
  - Identification Card Number
  - FEIN
  - MVD Customer Number
  - Montana Corporation ID Number
  - Tribal ID
  - Wrecking Facility License Number
  - Dealer License Number
4. If the ID is from Montana, select Montana from the **ID Jurisdiction** drop-down menu.
  - If the ID is not from Montana, select the State, U.S. territory, or Canadian province where it was issued in the ID Jurisdiction drop-down menu.
  - If the **ID Type** is an FEIN, no jurisdiction is necessary. If you select FEIN, the service no longer displays the ID Jurisdiction text box.

**NOTE:** As an authorized agent or MVD employee, the **Seller** section displays only for applicable TRP types. Authorized agents and MVD employees must select a dealer from the dealer list or enter the seller's information. The seller can be a dealership, a company, or an individual.

**Seller**

Montana Dealer License \*

01D001 Leskovar Motors Inc

OR

Company Name \*

LESKOVAR MOTORS INC

OR

First Name \* Middle Initial Last Name \* Suffix

ID Number \* ID Type \* ID Jurisdiction \*

01D001 Dealer License Number MONTANA

Fig. 38

**NOTE:** It is important to only enter **None** for the **ID Number**, when the seller has none of the forms of identification listed.

### Security Interest Information

- If a security interest is to be perfected, enter information about the company or individual holding the security interest, or lien, on the Vehicle & Purchaser Search page (Fig. 39).
  - Company Name:** If the lien holder is an organization, enter the company name. See character specifications on [Page 27](#).  
OR
  - First Name, Middle Initial, Last Name, Suffix:** If the lien holder is an individual, enter the name exactly as it appears on the lien holder's driver's license or identification credential. See character specifications on [Page 27](#).
  - ID Number:** If the lien holder has no ID, enter None.
    - If you enter None, the **ID Type** and **ID Jurisdiction** text boxes are shaded in gray.
    - Remove the hyphen if entering an FEIN.
  - ID Type:** If the lien holder has an ID, enter one of the following ID types:
    - Driver License Number
    - Identification Card Number
    - FEIN
    - MVD Customer Number
    - Montana Corporation ID Number
    - Tribal ID
    - Wrecking Facility License Number
    - Dealer License Number
  - ID Jurisdiction:** If the ID is from Montana, select Montana from the **ID Jurisdiction** drop-down menu.
    - If the ID is not from Montana, select the State, U.S. territory, or Canadian province where it was issued in the ID Jurisdiction drop-down menu.
    - If the ID Type is an FEIN, no jurisdiction is necessary. If you select FEIN, the service no longer displays the ID Jurisdiction text box.
- Once you have entered the lien holder's information or if no lien is involved, click **Continue**.
- To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

**NOTE:** As an authorized agent or MVD employee, the **Security Interest** section displays only for applicable TRP types.

The fee is \$8.24 to file a **Security Interest**. After you have paid for the transaction, you can print the security interest perfection letter along with the TRP.

Fig. 39

**NOTE:** It is important to only enter **None** for the **ID Number**, when the lien holder has none of the forms of identification listed.

## Enter Vehicle & Purchaser Information

On the Vehicle & Purchaser page, the service displays any known vehicle(s), the purchaser(s), seller, LLC agent, and security interest information, if applicable.

### Vehicle Information

The Vehicle section displays the following information about the vehicle (*Fig. 40*). If the VIN matches information in the MVD or VIN validation systems, the associated information prepopulates in the vehicle information text boxes.

- **Vehicle Type** and **Vehicle Identification Number (VIN)**: Information you entered on the Vehicle & Purchaser Search page.
- **Year**: Describes when the model was produced.
- **Make**: The manufacturer of the vehicle (i.e. Honda, Pontiac, etc.).
- **Model**: The brand of vehicle (i.e. CRV, YKN).
- **Style**: The body shape of the vehicle (i.e. Coupe, Van)
- **Primary Color**: The color of most of the vehicle.
- **Secondary Color**: A second exterior vehicle color, if applicable.
- **Odometer Reading**: The number of miles or kilometers that the vehicle has traveled.
- **Odometer Indicator**: The method of obtaining the odometer reading.
- **Odometer Unit**: The unit of measurement that the vehicle uses to measure the distance that it has traveled.
- **Fuel Type**: The energy source that powers the vehicle, such as gasoline, diesel, liquid propane gas, solar, electrical, compressed natural gas, and hybrid.
- **Sale Date**: The date defaults to today's date.
- **State Where Vehicle Will Be Titled**: The state where the purchaser plans to title the vehicle.
- **Purchaser County of Residence**: The Montana county where the purchaser lives.

**Vehicle**

Vehicle Type Passenger  
Vehicle Identification Number (VIN) 3FAFP08ZX6R118807

Year \* 2006  
Make \* Ford Motor Company  
Model -- Other, please specify: --  
FUS  
(Vehicle Model Code)  
Style Sedan

Primary Color \*  
Secondary Color  
Odometer Reading  
Odometer Indicator  
Odometer Unit Miles  
Fuel Type \* Gas

Sale Date \* 04-06-2018  
State Where Vehicle Will Be Titled \* MONTANA  
Purchaser County of Residence \*  
Only if vehicle will be titled in Montana

MM-DD-YYYY

Fig. 40

**NOTE:** The TRP expiration date is calculated from the date of TRP issuance not the **Sale Date**. The TRP should be issued on the day the purchaser takes possession of the vehicle.

1. If the **Vehicle Type** (Fig. 41) is incorrect, click **Cancel** (Fig. 42) at the bottom of the page to return to the Vehicle & Purchaser Search page and choose a different vehicle type.
2. If the **VIN** is incorrect, click **Cancel** at the bottom of the page to return to the Vehicle & Purchaser Search page and correct the VIN.
3. Enter the **Year** if it is missing. Change the year if it is incorrect.
4. If empty or incorrect, select the **Make** from drop-down list.
  - If the vehicle make is not one of the choices, select **Other, Please Specify**.
  - Enter the make in the text box that appears.
5. If empty or incorrect, select the **Model** from drop-down list.
  - If the vehicle model is not one of the choices, select **Other, Please Specify**.
  - Enter an abbreviation for the model in the text box that appears. The abbreviations are two or three alpha-numeric characters.
6. If empty or incorrect, select the **Style** from drop-down list.
  - If the vehicle style is not one of the choices, select **Other, Please Specify**.
  - Enter the style in the text box that appears.

**NOTE:** If the vehicle is a trailer, you must select a style.

The screenshot shows a 'Vehicle' registration form. Red arrows point to the following fields: 1. Vehicle Type (Passenger), 2. Vehicle Identification Number (VIN) (3FAFP08ZX6R118807), 3. Year (2006), 4. Make (Ford Motor Company), 5. Model (FUS), and 6. Style (Sedan). Other fields include Primary Color, Secondary Color, Odometer Reading, Odometer Indicator, Odometer Unit (Miles), Fuel Type (Gas), Sale Date (04-06-2018), State Where Vehicle Will Be Titled (MONTANA), and Purchaser County of Residence.

Fig. 41

The screenshot shows the bottom of the registration page. It features three buttons: 'Continue', 'Cancel' (circled in red), and 'Main Menu'. Below the buttons, it displays 'MERLIN status: ONLINE'.

Fig. 42

7. If empty or incorrect, select the **Primary Color** from drop-down list (*Fig. 43*).
8. If empty or incorrect, select the **Secondary Color** from drop-down list.
9. Enter the **Odometer Reading**. This is required for vehicles less than 10 years old.
  - If the vehicle is a boat or a trailer, the odometer reading is not required.
  - For heavy trucks, you may enter zero.
10. Enter the **Odometer Indicator**. This is required for vehicles less than 10 years old.
  - If you entered zero in the odometer reading text box, select **Actual** or **Last Known** as the Odometer Indicator.
  - **DO NOT** select **Exceeds Mechanical Limits**, **Not Actual**, or **Warning Discrepancy** unless reflected on the vehicle's paperwork as these indicators brand the vehicle.
11. Select Miles or Kilometers from the **Odometer Unit drop-down list**. This is required for vehicles less than 10 years old.
12. If empty or incorrect, select the **Fuel Type** from the drop-down list.
13. The **Sale Date** defaults to today's date.
  - The service prevents you from selecting a future sale date.
  - The TRP expiration date is calculated from the date of issuance, not the Sale Date.
  - The TRP should be issued on the day the purchaser takes possession of the vehicle.
14. If empty or incorrect, select the **State Where Vehicle Will Be Titled** from the drop-down list.
15. If the vehicle is to be titled in Montana, select the county where the purchaser lives in the **Purchaser County of Residence** drop-down list.

**Vehicle & Purchaser**

Enter the requested information.  
 \* Required field

**Vehicle**

Vehicle Type: Passenger  
 Vehicle Identification Number (VIN): 3FAFP08ZX6R118807

Year \* 2006      Make \* Ford Motor Company      Model -- Other, please specify: --  
 FUS  
 (Vehicle Model Code)      Style Sedan

Primary Color \*      Secondary Color      Odometer Reading      Odometer Indicator      Odometer Unit Miles      Fuel Type \* Gas

Sale Date \* 04-06-2018      State Where Vehicle Will Be Titled \* MONTANA      Purchaser County of Residence \*  
 MM-DD-YYYY      Only if vehicle will be titled in Montana

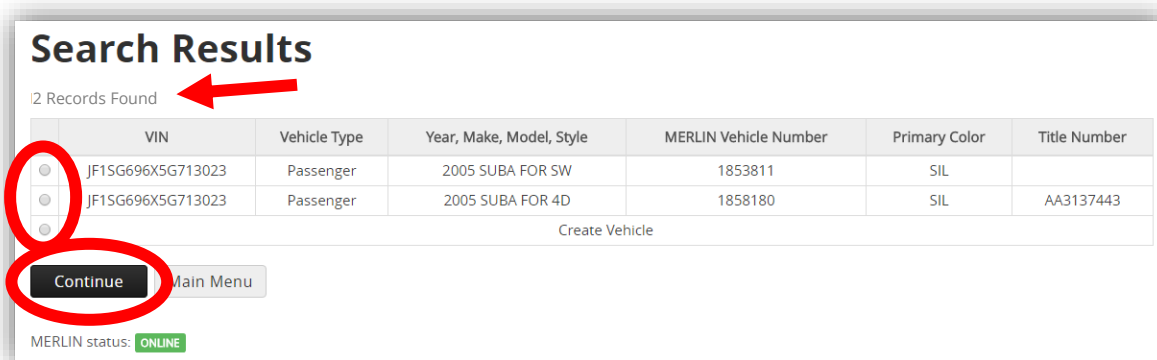
Fig. 43

**NOTE: Purchaser 1** must have a Montana address if vehicle will be titled in the State.

## Multiple Vehicles

In rare cases, a VIN may be assigned to multiple vehicles in the MVD or VIN validation systems. If multiple vehicles have the same VIN, the service displays a list of the vehicles on the Search Results page (*Fig. 44*). The Search Results page displays a total number of records found for the VIN and Vehicle Type combination.

1. Review the results carefully and select the correct vehicle.
2. If the correct vehicle is not displayed in your results, click **Create Vehicle**.
3. To proceed, click **Continue**.
4. To return to the Main Menu page, click **Main Menu**.
5. No matter what you select, the Vehicle & Purchaser page displays. For further instructions, please refer to [Page 32](#).



**Search Results**

2 Records Found

	VIN	Vehicle Type	Year, Make, Model, Style	MERLIN Vehicle Number	Primary Color	Title Number
<input type="radio"/>	JF1SG696X5G713023	Passenger	2005 SUBA FOR SW	1853811	SIL	
<input type="radio"/>	JF1SG696X5G713023	Passenger	2005 SUBA FOR 4D	1858180	SIL	AA3137443

Create Vehicle

**Continue** Main Menu

MERLIN status: ONLINE

Fig. 44

## Purchaser(s) Information

The Purchaser 1 and Purchaser 2 sections display the following information about each purchaser (*Fig. 45*). If the purchaser wants only one name on the title, the page displays only the Purchaser 1 section. If either purchaser's ID matches information in the MVD system, the associated information prepopulates in the respective address text boxes.

- **First Name, Middle Initial, Last Name, Suffix, ID Number, ID Jurisdiction, ID Type, Ownership Type:** Information you entered on the Vehicle & Purchaser Search page.

### Street Address

- **Address Line 1:** The purchaser's street address.
- **Address Line 2:** Additional purchaser street address information.
- **City:** The city where the purchaser lives.
- **State:** The state where the purchaser lives.
- **ZIP Code:** The purchaser's ZIP Code.

### Mailing Address

- **Address Line 1:** The purchaser's mailing address.
- **Address Line 2:** Additional purchaser mailing address information.
- **City:** The mailing address city.
- **State:** The mailing address state.
- **ZIP Code:** The purchaser's mailing address ZIP Code.

1. If empty or incorrect, enter the street address information in the Purchaser 1 and Purchaser 2 sections.

- A post office box cannot be entered in a street address text box.
- Enter post office box information in the mailing address text box.
- If the purchaser does not have a street address, enter a physical address such as "one block from the general store."

2. If the purchaser's mailing address is the same as the street address, select **Mailing Address is the same as Street Address**, and the mailing address text boxes will populate with the street address information.

**Purchaser 1 Information**

First Name Sally  
 Middle Initial L  
 Last Name Smith  
 Suffix  
 ID Number 12345678910121  
 ID Jurisdiction MT  
 ID Type Driver License Number  
 Ownership Type Lessor

**Street Address**

Address Line 1 \*  
 1000 McHugh Rd

Address Line 2

City \* Helena State \* MONTANA Zip Code \* 59601

☐ Mailing Address is the same as Street Address

**Mailing Address**

Address Line 1 \*  
 PO Box 1800

Address Line 2

City \* Helena State \* MONTANA Zip Code \* 59604-1800

**NOTE: Purchaser 1 must have a Montana address if vehicle will be titled in the State.**

**NOTE: If Purchaser 1 is an LLC, a street address is not required as long as you enter a mailing address.**

Fig. 45



**LLC Agent**

If you chose **LLC** as the **Ownership Type** for Purchaser 1, enter the LLC agent information (*Fig. 46*).

**Purchaser 1 Information**

Company Name: Annie's Photography  
ID Number: 456375364  
ID Jurisdiction:  
ID Type: FEIN  
Ownership Type: **LLC**

**Street Address**

Address Line 1 \*: 246 Euclid  
Address Line 2:  
City \*: Helena State \*: MONTANA Zip Code \*: 59601  
☒ Mailing Address is the same as Street Address

**Mailing Address**

Address Line 1 \*: 246 Euclid  
Address Line 2:  
City \*: Helena State \*: MONTANA Zip Code \*: 59601

**LLC Agent**

First Name \*: Annie Middle Initial: Last Name \*: Temple Suffix:  
ID Number \*: 56565658899878 ID Type \*: Driver License Number ID Jurisdiction \*: MONTANA

*Fig. 46*

## Seller Information

The Seller section displays the following information about the seller (*Fig. 47*). If the seller's ID matches information in the MVD system, the associated information prepopulates in the respective address text boxes.

- **Company, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.  
OR
- **First Name, Middle Initial, Last Name, Suffix, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.

### Street Address

- **Address Line 1 and 2:** The seller's street address.
- **City:** The city where the seller is located.
- **State:** The state where the seller is located.
- **ZIP Code:** The purchaser's ZIP Code.

### Mailing Address

- **Address Line 1 and 2:** The seller's mailing address.
- **City:** The seller's mailing address city.
- **State:** The seller's mailing address state.
- **ZIP Code:** The seller's mailing address ZIP Code.

1. If empty or incorrect, enter the street address information in the Seller section.
  - A post office box cannot be entered in a street address text box.
  - Enter post office box information in the mailing address text box.
2. If the seller's mailing address is the same as the street address, select **Mailing Address is the same as Street Address**, and the mailing address text boxes populate.
3. To proceed, click **Continue**.
4. To return to the Vehicle & Purchaser Search page, click **Cancel**.
5. To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

**Seller**

Company LESKOVAR MOTORS INC  
 ID Number 01d001  
 ID Jurisdiction MT  
 ID Type Dealer License Number

**Street Address**

Address Line 1 \*  
 3766 Harrison Ave

Address Line 2

City \* Butte State \* MONTANA Zip Code \* 59701-6807

☒ Mailing Address is the same as Street Address

**Mailing Address**

Address Line 1 \*  
 3766 Harrison Ave

Address Line 2

City \* Butte State \* MONTANA Zip Code \* 59701-6807

**Security Interest**

Record Security Interest yes

**Continue** **Cancel** **Main Menu**

**NOTE:** If you entered information in the **Security Interest** section on the Vehicle & Purchaser Search page, **Yes** is displayed in this section.

Fig. 47

## Enter Security Interest Perfection Information

If you entered information in the Security Interest section on the Vehicle & Purchaser Search page, the service displays a Security Interest Perfection page with the following information about the lien holder (*Fig. 48*). If the ID matches information in the MVD system, the associated information prepopulates in the address text boxes.

- **Company, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.  
OR
- **First Name, Middle Initial, Last Name, Suffix, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.

### Street Address

- **Address Line 1 and 2:** The lien holder's street address.
- **City:** The city where the lien holder is located.
- **State:** The state where the lien holder is located.
- **ZIP Code:** The lien holder's ZIP Code.

### Mailing Address

- **Address Line 1 and 2:** The lien holder's mailing address.
- **City:** The lien holder's mailing address city.
- **State:** The lien holder's mailing address state.
- **ZIP Code:** The lien holder's mailing address ZIP Code.

1. If empty or incorrect, enter the **Street Address** information.
  - A post office box cannot be entered in a street address text box.
  - Enter post office box information in the mailing address text box.
2. If the lien holder's mailing address is the same as the street address, select **Mailing Address is the same as Street Address**, and the **Mailing Address** text boxes populate.
3. To proceed, click **Continue**.
4. To return to the Vehicle & Purchaser page, click **Cancel**.
5. To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

## Security Interest Perfection

Enter the requested information.  
\* Required field

Company First Auto Company  
ID Number 678906543  
ID Jurisdiction  
ID Type FEIN

### Street Address

Address Line 1 \*  
100 Neill Ave.

Address Line 2

City \* Helena State \* MONTANA Zip Code \* 59601

☐ Mailing Address is the same as Street Address

### Mailing Address

Address Line 1 \*  
PO Box 1456

Address Line 2

City \* Helena State \* MONTANA Zip Code \* 59604-1456

**Continue** Cancel Main Menu

Fig. 48

**Verify All Information**

- On the Verification page, carefully review the information in following sections (*Figs. 49-50, pgs. 40-41*):
  - Vehicle
  - Purchaser 1
  - Purchaser 2 (if applicable)
  - LLC Agent (if applicable)
  - Seller
  - Security Interest Perfection (if applicable)

## Verification

Please verify your information.

---

### Vehicle

Vehicle Type	Passenger	Odometer Reading	120000
Vehicle Identification Number (VIN)	3FAFP08ZX6R118807	Odometer Indicator	Actual
Year	2006	Odometer Unit	Miles
Make	Ford Motor Company	Fuel Type	Gas
Model	FUS	Sale Date	04-06-2018
Style	Sedan	State Where Vehicle Will Be Titled	MT
Primary Color	Black	Purchaser County of Residence	LEWIS AND CLARK COUNTY
Secondary Color			

---

### Purchaser/Requestor 1

First Name	Sally
Middle Initial	L
Last Name	Smith
Suffix	
ID Number	12345678910121
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessor

<b>Street Address</b>	<b>Mailing Address</b>
Address Line 1 1000 MCHUGH RD	Address Line 1 PO BOX 1800
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59604-1800

---

### Purchaser/Requestor 2

First Name	James
Middle Initial	E
Last Name	Jones
Suffix	
ID Number	12101987654321
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessee

<b>Street Address</b>	<b>Mailing Address</b>
Address Line 1 1000 MCHUGH RD	Address Line 1 1000 MCHUGH RD
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59601

Fig. 49

2. The page displays a list of the fees and the total the cost for the transaction (*Fig. 50*).
3. To proceed, click **Create Temporary Registration Permit**.
4. If anything is incorrect, click **Edit** to return to the Vehicle & Purchaser page and correct the information.
5. To stop the TRP creation process and return to the Main Menu page, click **Cancel**.
6. For information about how to pay for the TRP, please refer to [Page 95](#).
7. For information about how to print the TRP, please refer to [Page 98](#).

**Seller**

Company Name LESKOVAR MOTORS INC  
ID Number 01D001  
ID Jurisdiction MT  
ID Type Dealer License Number

**Street Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Mailing Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Security Interest Perfection**

Record Security Interest yes  
Company Name First Auto Company  
ID Number 678906543  
ID Jurisdiction  
ID Type FEIN  
Security Interest Tracking Number:  
Security Interest Priority Date:

**Street Address**

Address Line 1 100 Neill Ave.  
Address Line 2  
City Helena  
State MT  
Zip Code 59601

**Mailing Address**

Address Line 1 PO BOX 1456  
Address Line 2  
City Helena  
State MT  
Zip Code 59604-1456

**Request**

You have requested the following:

Item	Cost
Montana Temporary Registration Permit	\$0.00
Security Interest Perfection	\$8.00
MVD Admin Fee	\$0.24
<b>Total</b>	<b>\$8.24</b>

Once you have verified your information is entered correctly, select "Create Temporary Registration Permit" to finalize the TRP creation process.  
To change the information entered, select "Edit".

**Create Temporary Registration Permit** Edit Cancel

MERLIN status: **ONLINE**

Fig. 50

## Private Sale

To issue a **Private Sale** TRP, you must enter the vehicle, purchaser(s), seller information and, if applicable, the lender information. The online TRP service searches for information about the vehicle, purchaser(s), seller, and lender in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while purchaser, seller, and lender information is tied to unique ID numbers.

The process of issuing a **Private Sale** TRP is like issuing a **Vehicle Sale** TRP with a few exceptions as follows:

1. Select **Private Sale** (Fig. 51) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.
2. Follow the vehicle and purchaser search instructions beginning with Step 2 on [Pages 26-31](#).
  - On the Vehicle & Purchaser Search page, enter the seller's information (Fig. 52-53).
  - In private sale situations, the seller is a private party such as an individual or small business (not an auto dealership).
3. To issue a Private Sale TRP, follow the instructions on [Pages 32-41](#).
4. For information about how to pay for the TRP, please refer to [Page 95](#).
5. For information about how to print the TRP, please refer to [Page 98](#).

### Who can issue this type of TRP?

Authorized agents and MVD employees.

### When is this type of TRP issued?

When a customer buys or leases a new or used vehicle from a private party, such as an individual or small business (not an auto dealership).

**Vehicle & Purchaser Search**

Enter the requested information.  
\* Required field

**Vehicle**

Type of TRP to Issue \*  
Private Sale

Vehicle Type \*

Vehicle Identification Number (VIN) \*

Fig. 51

**Seller**

Company Name

OR

First Name \*  
Jason

Middle Initial  
B

Last Name \*  
Smith

Suffix  
SR

ID Number \*  
56786234865962

ID Type \*  
Driver License Number

ID Jurisdiction \*  
MONTANA

Fig. 52

**Seller**

Company Name \*  
Smith Landscaping

OR

First Name

Middle Initial

Last Name

Suffix

ID Number \*  
764367854

ID Type \*  
FEIN

Fig. 53

## Plate Order, Limited Use, Single Move, VIN Inspection, Title Paperwork

To issue a **Plate Order, Limited Use, Single Move, VIN Inspection, or Title Paperwork** TRP, you must enter the vehicle and purchaser, known as requestor for these TRP types, information. The online TRP service searches for information about the vehicle and requestor(s) in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while requestor information is tied to unique ID numbers.

The process of issuing a **Plate Order, Limited Use, Single Move, VIN Inspection, or Title Paperwork** TRP is like issuing a **Vehicle Sale** TRP with a few exceptions as follows:

1. Select **Plate Order, Limited Use, Single Move, VIN Inspection, or Title Paperwork** (Fig. 54) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.
2. Follow the vehicle and purchaser search instructions beginning with Step 2 on [Pages 26-31](#).
  - If you enter a VIN number for a **Plate Order** TRP, and the vehicle is not found in the MVD system, you will see an error message (Fig. 55).
  - The **Ownership Type** defaults to **TRP Requestor** (Fig. 56) and that is the only choice for these types of TRPs.
  - If there are two requestors, select **TRP Requestor** as the **Ownership Type** in the Purchaser/Requestor 2 section.
  - There are no Seller or Security Interest sections for any of these types of TRPs.

### Who can issue these types of TRPs?

Authorized agents and MVD employees.

### When are these types of TRP issued?

**Plate Order** – When a customer orders a special license plate or one that is out of stock.

**Limited Use** – When a customer needs to move a piece of equipment, such as agriculture or logging machinery, occasionally on or over state highways.

**Single Move** – When a customer needs to move a piece of equipment, such as a mobile home or manufactured dwelling, from one point in the State to a destination on or over state highways.

**VIN Inspection** – When a customer needs to drive a vehicle to and/or from a VIN inspection.

**Title Paperwork** – When the owner of a salvage vehicle or a vehicle requiring a state-assigned vehicle identification number needs to move the vehicle to and from an inspection site prior to applying for a new title. It also is used when a customer moves to Montana and cannot title and register the vehicle until the title held by a third party, most often a lender, is provided.

**Vehicle & Purchaser Search**

Enter the requested information.  
\* Required field

**Vehicle**

Type of TRP to Issue \* ▶ ▶ Vehicle Type \*

Vehicle Identification Number (VIN) \*

WDDKK6FF0FF301879

Fig. 54

**NOTE:** A **Plate Order** TRP can be issued only after you complete the title and registration transaction for a 40-day TRP. If you attempt to issue a **Plate Order** TRP before you process the 40-day TRP you will receive an error.

! The Vehicle was not found. Please, re-check the Vehicle Identification Number (VIN).

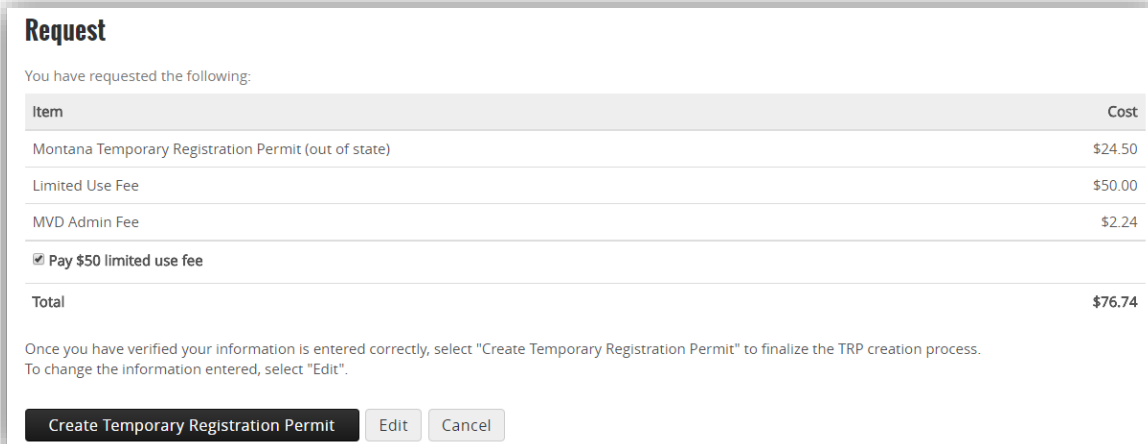
Fig. 55

**Ownership Type \***

TRP Requestor ▼

Fig. 56

3. To issue a **Plate Order, Limited Use, Single Move, VIN Inspection, or Title Paperwork** TRP, follow the instructions on [Pages 32-41](#). The differences are:
  - For a **Limited Use** TRP, you have the option to uncheck **Pay \$50 limited use fee** (*Fig. 57*) on the Vehicle & Purchaser page, if the vehicle is an out-of-state vehicle that is not subject to the limited use fee per Montana law.
  - For a **VIN Inspection** TRP, indicate whether the vehicle is a Salvage Inspection, by selecting **Yes** or **No** from the drop-down menu in the Vehicle section (*Fig. 58*).
  - There are no Seller or Security Interest sections for any of these types of TRPs.
4. For information about how to pay for the TRP, please refer to [Page 95](#).
5. For information about how to print the TRP, please refer to [Page 98](#).



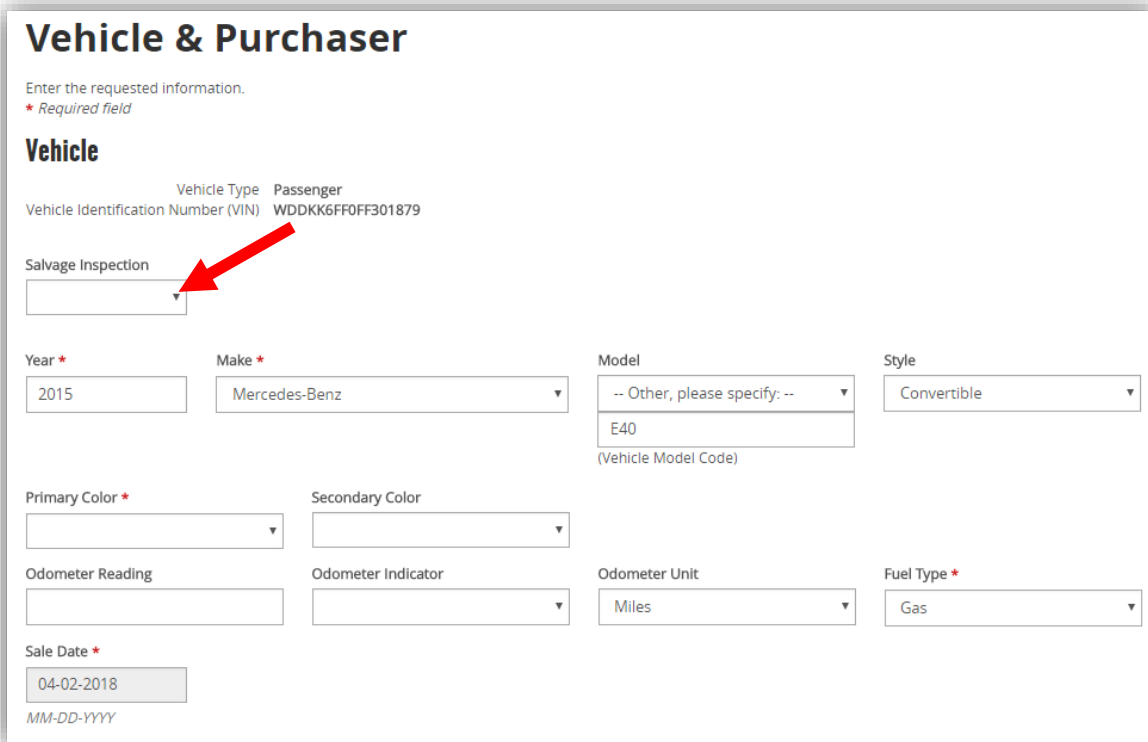
**Request**

You have requested the following:

Item	Cost
Montana Temporary Registration Permit (out of state)	\$24.50
Limited Use Fee	\$50.00
MVD Admin Fee	\$2.24
<input checked="" type="checkbox"/> Pay \$50 limited use fee	
<b>Total</b>	<b>\$76.74</b>

Once you have verified your information is entered correctly, select "Create Temporary Registration Permit" to finalize the TRP creation process.  
To change the information entered, select "Edit".

Fig. 57



**Vehicle & Purchaser**

Enter the requested information.  
\* Required field

**Vehicle**

Vehicle Type: Passenger  
Vehicle Identification Number (VIN): WDDKK6FF0FF301879

Salvage Inspection:  (A red arrow points to this dropdown menu.)

Year \*: 
 Make \*: 
 Model:  (Vehicle Model Code)  

 Style:

Primary Color \*: 
 Secondary Color:

Odometer Reading: 
 Odometer Indicator: 
 Odometer Unit: 
 Fuel Type \*:

Sale Date \*:   
 MM-DD-YYYY

Fig. 58



## View Activity

To search for and view information about your organization's transactions and activity, select **View Activity** in the Temporary Registration Permit section on the Main Menu page (*Fig. 59*). Within this section you also can reprint, void, and reissue a TRP, and issue a 90-Day TRP.

**NOTE:** To view details related to specific search parameters, select **View Specific** in the Temporary Registration Permit section on the Main Menu page. Please be aware that using View Specific provides details related to search parameters, not a report of TRP activity. For more information, please refer to [Page 86](#).

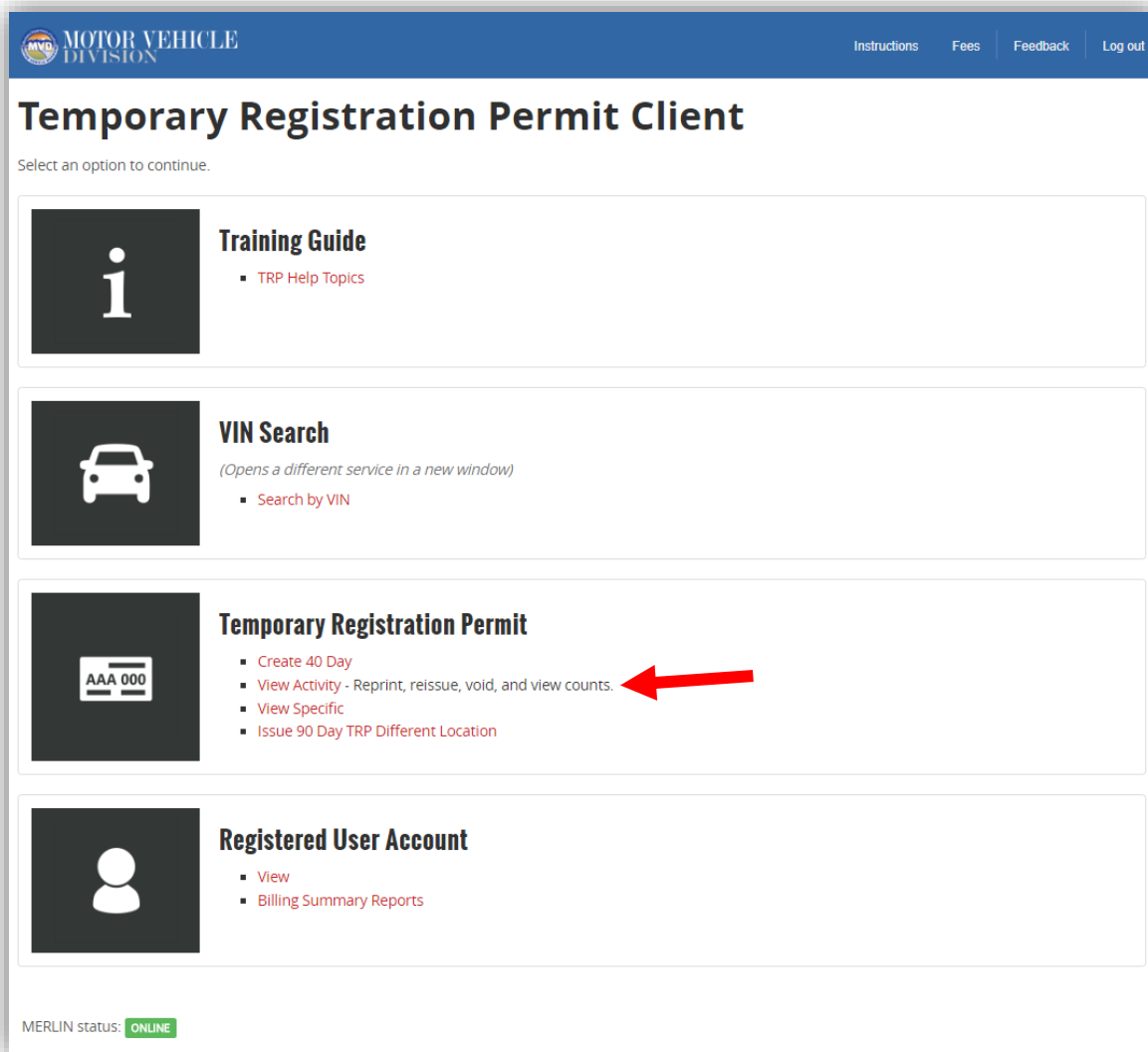



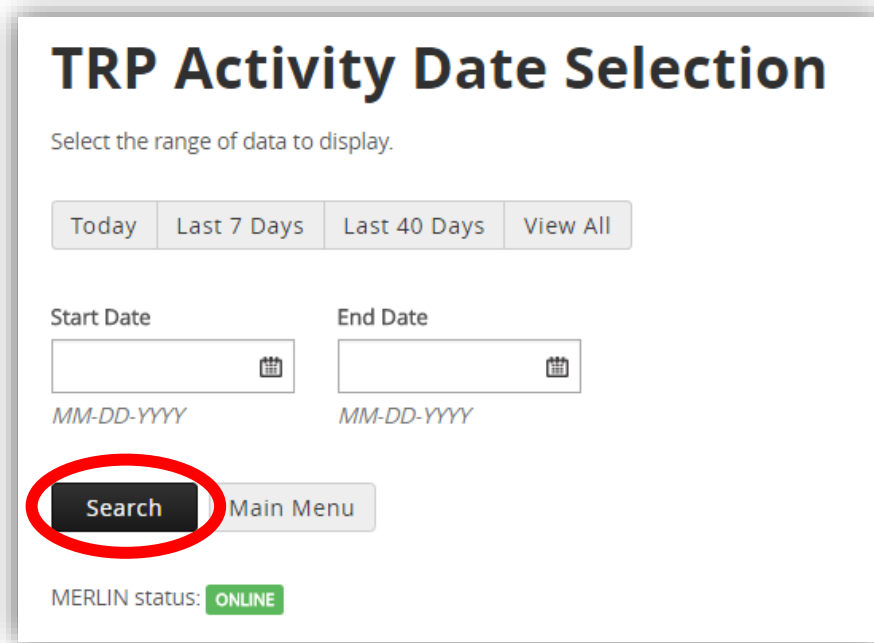
Fig. 59

## TRP Activity Date Selection

Select a range of data on the TRP Activity Date Selection page (*Fig. 60*).

1. Select one of the following:
  - **Today**
  - **Last 7 Days**
  - **Last 40 Days**
  - **View All**

OR
2. Enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
3. To proceed, click **Search**.
4. To return to the Main Menu page, click **Main Menu**.



**TRP Activity Date Selection**

Select the range of data to display.

Today Last 7 Days Last 40 Days View All

Start Date End Date

MM-DD-YYYY MM-DD-YYYY

**Search** Main Menu

MERLIN status: **ONLINE**

*Fig. 60*

## TRP Activity Results

The TRP Activity Results page lists TRP activity only for users tied to your account (Fig. 61).

You can view the following information about each TRP:

- **Date/Time:** A timestamp of when the TRP was issued, reissued, or voided.
- **TRP Number/TRP Type:** Select the TRP number (in red text), to view the TRP details.
- **Username:** The username of the registered user who issued, reissued or voided the TRP.
- **VIN:** The VIN with which the TRP is associated.
- **SI Perfected:** Y is displayed if a security interest perfection letter was created along with the TRP.
- **Purchaser 1:** The first and last name of Purchaser 1.
- **Status:** The status of the TRP. For more information about the different statuses, please refer to [Page 117](#).
- **Void Reason:** If the TRP was voided, the void reason is displayed. For more information about the different void reasons, please refer to [Page 115](#).
- **Print:** If the Print button is visible, you can click **Print** to reprint the TRP. For more information on reprinting a TRP, please refer to [Page 85](#).
- **Action:** Depending on the status of the TRP, you can click **Void**, **Reissue**, or **Issue 90 Day TRP**. For instructions, please refer to [Pages 55-84](#).

**NOTE:** From the TRP Activity Results page, you can reprint, void, and reissue TRPs, and issue 90-Day TRPs. For instructions, please refer to [Pages 55-85](#).

### TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 04-02-2018 End Date: 04-03-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 7 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-02-2018 1:36 PM	<b>AAIK3692</b> / VEHICLE SALE	CTY05TST	3GCPKSE72DG347325	N	TEST, TEST	Void (Void)	LOST		Reissue
04-02-2018 3:16 PM	<b>AAIK4746</b> / VEHICLE SALE	CTY05TST	1GCEC14X88Z114006	N	TEST, TESS	Active (Issue)			
04-02-2018 3:17 PM	<b>AAIK4747</b> / LIMITED USE	CTY05TST	1GCVKPEC0FZ205978	N	TEST, TESS	Active (Issue)			Void
04-03-2018 1:36 PM	<b>AAIK4776</b> / VEHICLE SALE	CTY05TST	1GC1KYC80BF126292	N	TEST, TESS	Active (Issue)		Print	Void
04-03-2018 1:37 PM	<b>AAIK4777</b> / LIMITED USE	CTY05TST	1GC1KUEB4FF118168	N	TEST, TESS	Active (Issue)		Print	Void
04-03-2018 2:36 PM	<b>AAIK3691</b> / VEHICLE SALE	CTY05TST	3GCPKTE77DG238820	N	TEST, TEST	Void (Void)	TITLE/VIN MISMATCH		
04-03-2018 2:36 PM	<b>AAIK4784</b> / VEHICLE SALE	CTY05TST	3GCPKTE77DG238820	N	TEST, TEST	Active (Reissue)		Print	Void Issue 90 Day TRP

« 1 »

### Reports

View TRP Counts for the Given Search

Back Search Activity Search Specific Main Menu

MERLIN status: **ONLINE**

**NOTE:** To change your search parameters date range, enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, , and click **Search**.

**NOTE:** A yellow Message button also may appear in the **Action** column. For more information about this button, please refer to [Page 110](#).

Message

Fig. 61

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu (Fig. 62).
2. If there are more records than can fit on one page, the service indicates the number you are viewing of the total records.
3. To sort the information, click on the column headings with arrows.
4. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 63).
5. To view a report displaying aggregate data, click **View TRP Counts for the Given Search** (Fig. 62). For more information about the Counts report, please refer to [Page 51](#).
6. To return to the TRP Activity Date Selection page, click **Back**.
7. To return to the TRP Activity Date Selection page, click **Search Activity**.
8. To search for specific TRPs, click **Search Specific**.
9. To return to the Main Menu page, click **Main Menu**.



Fig. 63

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 04-06-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 3815 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-16-2018 12:06 PM	AAIJ6155 / 90 DAY	CTY05TP	1FT8W3BT7HEE18791	N	GARNETT MAXINE	Active (Issue)			
01-16-2018 11:55 AM	AAIJ6145 / PRIVATE SALE	CTY05SF	3VWVA7AT0DM616205	N	GARNETT MAXINE	Complete (Issue)			
01-16-2018 10:43 AM	AAIJ6096 / PRIVATE SALE	CTY05TP	1GCEK19JX8Z221517	N	WEBSTER ISADORA	Complete (Issue)			
01-16-2018 10:41 AM	AAIJ6093 / 90 DAY	CTY05ME	4B3AU42Y6WE103244	N	MARCI CASH	Active (Issue)			Void
01-16-2018 9:04 AM	AAIJ6042 / PLATE ORDER	CTY05MVF	4VZVU1E91JC084206	N	EDITH PERCIVAL	Complete (Issue)			
01-12-2018 4:37 PM	AAIJ5127 / PRIVATE SALE	CTY05ME	5JLSP282265535556	N	DOCIA CRYSTAL	Active (Issue)			
01-12-2018 4:01 PM	AAIJ5093 / PRIVATE SALE	CTY05TP	1J4GR48K25C685720	N	SALLIE RILLA	Expired (Issue)			
01-12-2018 3:48 PM	AAIJ5078 / TITLE PAPERWORK	CTY05RP	1C4PJM CB5FW625175	N	DOCIA CRYSTAL	Complete (Issue)			
01-12-2018 3:28 PM	AAIJ5060 / PRIVATE SALE	CTY05MD	3GTU2NECXJG216558	N	PAGE CHRISTIANA	Active (Issue)			
01-12-2018 3:19 PM	AAIJ5047 / PRIVATE SALE	CTY05MEF	1GYS3KKJ4GR247278	N	CATHRYN JAYME	Complete (Issue)			

« 8 9 10 11 12 »

**Reports**

View TRP Counts for the Given Search

Back Search Activity Search Specific Main Menu

MERLIN status: **ONLINE**

**NOTE:** To change your search parameters date range, enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, , and click **Search**.

Fig. 62

## TRP Details

- To view details about a TRP from the TRP Activity Results page, select the desired TRP number in red text (*Fig. 64*).

The page displays applicable vehicle, purchaser(s), LLC agent, seller, and security interest information associated with the TRP (*Figs. 65-66, pgs. 49-50*).

# TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

01-01-2004

MM-DD-YYYY

End Date

04-06-2018

MM-DD-YYYY

Search

Viewing

10

records per page of 3815 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-09-2018 1:09 PM	AAIK3946 / PRIVATE SALE	CTY05TST	SCFEKBBK5CGD16911	Y	BOEING, WILLIAM	Active (Issue)			
03-09-2018 1:05 PM	AAIK3945 / PRIVATE SALE	CTY05TST	1J8HG48K47C505648	N	KOESTER, ANNIE	Expired (Issue)			
03-05-2018 12:21 PM	AAIK3693 / PRIVATE SALE	CTY05TST	1GCPCEX9AZ203955	N	TEST, TEST	Active (Issue)			

Fig. 64

Vehicle Information	
TRP Information	
TRP Type	PRIVATE SALE
Issue Date	03-09-2018
Expiration Date	03-08-2018
TRP Number	AAIK3946
Transaction ID	DOJTRP2018030913095485183
Vehicle	
Vehicle Type	Motorcycle
Vehicle Identification Number (VIN)	SCFEKBBK5CGD16911
Year	2012
Make	Aston-Martin
Model	V8V
Style	Convertible
Primary Color	Pink
Secondary Color	
Odometer Reading	20000
Odometer Indicator	Actual
Odometer Unit	Miles
Fuel Type	Gas
Sale Date	03-09-2018
State Where Vehicle Will Be Titled	MT
Purchaser County of Residence	RAVALLI COUNTY
Purchaser/Requestor 1	
First Name	WILLIAM
Middle Initial	
Last Name	BOEING
Suffix	
ID Number	none
ID Jurisdiction	
ID Type	
Ownership Type	Purchaser
Street Address	
Address Line 1	100 SMITH RD
Address Line 2	
City	HAMILTON
State	MT
Zip Code	59840
Mailing Address	
Address Line 1	100 SMITH RD
Address Line 2	
City	HAMILTON
State	MT
Zip Code	59840

Fig. 65

2. To return to the TRP Activity Results page, click **Back** (Fig. 66).
3. To return to the TRP Activity Date Selection page, click **Search Activity**.
4. To search for specific TRPs, click **Search Specific**.
5. To return to the Main Menu page, click **Main Menu**.

**Seller**

First Name JOHN  
Middle Initial  
Last Name SMITH  
Suffix  
ID Number NONE  
ID Jurisdiction  
ID Type

**Street Address**

Address Line 1 250 Park Dr  
Address Line 2  
City Missoula  
State MT  
Zip Code 59801

**Mailing Address**

Address Line 1 250 Park Dr  
Address Line 2  
City Missoula  
State MT  
Zip Code 59801

---

**Security Interest Perfection**

Record Security Interest yes  
Company Name FIRST AUTO BANK  
ID Number 123456789  
ID Jurisdiction  
ID Type FEIN  
Security Interest Tracking Number: 13X0704508  
Security Interest Priority Date: 03-09-2018

**Street Address**

Address Line 1 100 Neill Ave.  
Address Line 2  
City Helena  
State MT  
Zip Code 59601

**Mailing Address**

Address Line 1 100 Neill Ave.  
Address Line 2  
City Helena  
State MT  
Zip Code 59601

[Back](#) [Search Activity](#) [Search Specific](#) [Main Menu](#)

MERLIN status: **ONLINE**

Fig. 66

## View TRP Counts

To view a report displaying aggregate data, click **View TRP Counts for the Given Search** on the TRP Activity Results page (*Fig. 67*).

### TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

End Date

MM-DD-YYYY MM-DD-YYYY

Viewing  records per page of 3815 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
02-13-2017 7:51 AM	<a href="#">AAHQ3001</a> / PRIVATE SALE	CTY05SF	3VWST71K46M773114	N	VIOLA RICKI	Complete (Issue)			
02-13-2017 8:06 AM	<a href="#">AAHQ3004</a> / PRIVATE SALE	CTY05ME	KMHCM36C17U001984	N	REBA ROYAL	Complete (Issue)			
02-13-2017 8:17 AM	<a href="#">AAHQ3006</a> / PRIVATE SALE	CTY05RP	1FTCR14U7RPB82404	N	EDITH PERCIVAL	Complete (Issue)			
02-13-2017 8:58 AM	<a href="#">AAHQ3029</a> / PLATE ORDER	CTY05MD	1M8FDM9A9GP040825	N	CATHRYN JAYME	Complete (Issue)			
02-13-2017 9:11 AM	<a href="#">AAHQ3036</a> / PRIVATE SALE	CTY05ME	3FAHP0HAXCR397805	N	VIOLA RICKI	Complete (Issue)			
02-13-2017 9:14 AM	<a href="#">AAHQ3037</a> / PRIVATE SALE	CTY05ME	2HGFA1F6XBH537337	N	CATHRYN JAYME	Complete (Issue)			
02-13-2017 9:18 AM	<a href="#">AAHQ3040</a> / PRIVATE SALE	CTY05ME	1C4RJFBG6FC107062	N	MARCI CASH	Complete (Issue)			
02-13-2017 9:37 AM	<a href="#">AAHQ3052</a> / PRIVATE SALE	CTY05MD	5TDJKR4H4E5014925	N	TY CAMMIE	Complete (Issue)			
02-13-2017 11:32 AM	<a href="#">AAHQ3160</a> / PRIVATE SALE	CTY05ME	1J4GZ78Y9VC531401	N	CATHRYN JAYME	Complete (Issue)			
02-13-2017 11:42 AM	<a href="#">AAHQ3169</a> / PRIVATE SALE	CTY05ME	SALLDHMD8EA316185	N	GARNETT MAXINE	Active (Issue)			

### Reports

Fig. 67

## TRP Counts

1. The TRP counts page displays the following summary results within your chosen parameters (*Fig. 68*):
  - Number of TRPs issued.
  - Number of TRPs reissued.
  - Number of TRPs voided.
  - Number of TRPs printed.
  - Number of TRPs reprinted.
  - Number of SIs perfected.
  - Number of vehicle searches performed.
2. The page also displays the date range you selected on the TRP Activity Date Selection or TRP Activity Results page.
3. To view the aggregated counts grouped by user ID, click **Report Details**.
4. To return to the TRP Activity Results page, click **Back**.
5. To return to the TRP Activity Date Selection page, click **Search Activity**.
6. To search for specific TRPs, click **Search Specific**.
7. To return to the Main Menu page, click **Main Menu**

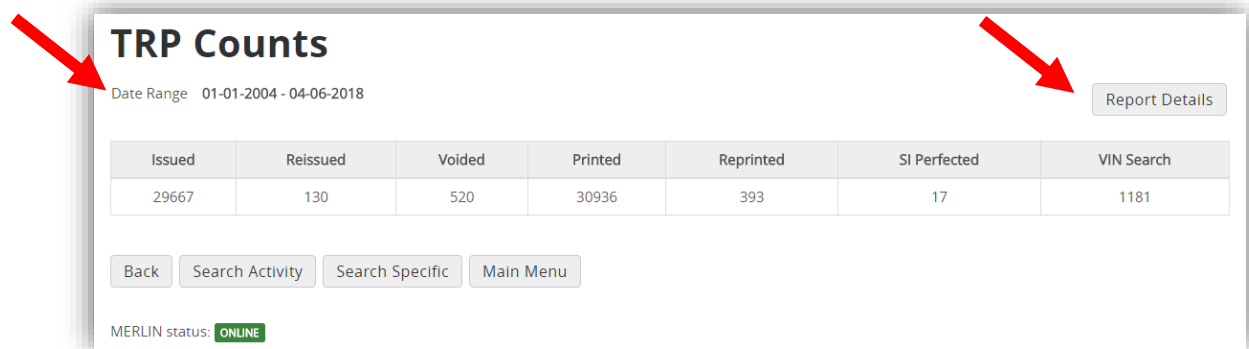



Fig. 68



### TRP Count Details

1. The TRP Count Details page displays a total number of TRPs grouped by user ID within your chosen parameters (*Fig. 69-70, pgs. 53-54*):
  - Number of TRPs issued.
  - Number of TRPs reissued.
  - Number of TRPs voided.
  - Number of TRPs printed.
  - Number of TRPs reprinted.
  - Number of SI's perfected.
  - Number of vehicle searches performed.
  - Grand totals for each column.
2. The page also displays the date range you selected on the TRP Activity Date Selection or TRP Activity Results page.
3. To return to the TRP Counts page, click **Back**.
4. To return to the TRP Activity Date Selection page, click **Search Activity**.
5. To search for specific TRPs, click **Search Specific**.
6. To return to the Main Menu page, click **Main Menu**.



TRP Count Details								
Date Range 01-01-2004 - 04-06-2018								
Customer ID	Username	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
102765	AGOLD	0	0	0	0	1	0	0
	AISPL01	0	0	0	0	1	0	0
	ANELS	0	0	3	0	0	0	0
	BALLEN	0	0	1	0	1	0	0
	CTY05AMY	0	0	0	0	0	0	1
	CTY05AR1	1610	0	2	1649	11	0	9
	CTY05AS	720	1	2	753	8	0	5
	CTY05CE	324	0	1	328	3	0	2
	CTY05EW	557	3	5	604	10	0	21
	CTY05JA	640	2	1	654	5	0	1
	CTY05JB	430	0	2	434	1	0	1
	CTY05KF	2	0	0	2	1	0	18
	CTY05KG	178	4	2	182	2	0	2
	CTY05KJ	256	0	4	267	2	0	2
	CTY05KW	1703	3	9	1715	17	0	21
	CTY05LA	2134	4	38	2182	35	0	632
	CTY05LS	445	1	5	446	4	0	4
	CTY05LW	0	0	0	0	1	0	0
	CTY05MD	2400	14	17	2567	31	0	11
	CTY05ME	2202	8	23	2419	19	0	13
	CTY05MEF	25	2	0	28	1	0	0
	CTY05MG	942	8	20	1029	5	3	27
	CTY05MVF	2947	12	21	3098	34	1	92
	CTY05PS	968	0	11	1032	11	0	21
	CTY05RP	763	8	10	779	3	0	63

Fig. 69

	CTY05SB	83	0	0	84	4	0	1
	CTY05SF	2664	14	19	2748	69	0	92
	CTY05SH	1518	0	11	1584	33	0	24
	CTY05SO	49	0	2	61	7	0	44
	CTY05TP	5851	34	58	6070	50	0	40
	CTY05TST	47	11	26	0	1	13	3
	CTY05TZ	209	1	3	221	22	0	31
	DMV03	0	0	13	0	0	0	0
	DMV15	0	0	31	0	0	0	0
	DMV16	0	0	2	0	0	0	0
	DMV23	0	0	6	0	0	0	0
	TRB57AT	0	0	27	0	0	0	0
	TRB57DW	0	0	1	0	0	0	0
	TRB57HK	0	0	3	0	0	0	0
	TRB57KB	0	0	27	0	0	0	0
	TRB57KH	0	0	4	0	0	0	0
	TRB57LC	0	0	18	0	0	0	0
	TRB57LG	0	0	7	0	0	0	0
	TRB57LS	0	0	1	0	0	0	0
	TRB57PG	0	0	4	0	0	0	0
	TRB57PR	0	0	7	0	0	0	0
	TRB57SM	0	0	23	0	0	0	0
	TRB57TA	0	0	5	0	0	0	0
	TRB57TR	0	0	15	0	0	0	0
	TRB57VA	0	0	8	0	0	0	0
	TRB57VM	0	0	22	0	0	0	0
Total		29667	130	520	30936	393	17	1181

	Users	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
Grand Totals	51 user(s)	29667	130	520	30936	393	17	1181

[Back](#)
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MERLIN status: ONLINE

Fig. 70

## Void, Reissue, Cancel, or Close a TRP

Depending on the status and the expiration date of the TRP, you can void, reissue, cancel and close any type of TRP.

### Reissue: Lost, Stolen, Damaged

- To void and reissue a TRP that has been lost, stolen, or damaged, click **Void** in the desired row on the TRP Activity Results page (Fig. 71).
  - The service displays the Void button only for eligible vehicles.
  - You can void a TRP *before* the permit expires and *before* the registration process has been started for the following reasons:
    - If the TRP was damaged or destroyed after the initial permit was placed on the vehicle and the TRP must be reissued.
    - If the purchaser lost the TRP and the permit must be reissued.
    - If the TRP was stolen and permit must be reissued.
- Select **Damaged**, **Lost**, or **Stolen** from the drop-down menu (Fig. 72). If a security interest had been perfected, the security interest number displays on the page.
- To proceed, click **Continue**.
- To return to the TRP Activity Results page, click **Cancel**.

**NOTE:** You also can reprint, void, and reissue TRPs, and issue 90-Day TRPs from the TRP Specific Results page. For more information about how to search for a specific TRP, please refer to [Page 86](#).

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-08-2018 End Date: 03-09-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 50 records per page of 189 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-09-2018 9:50 AM	AAIK3913 / VEHICLE SALE	TRB57TST	1GNSKCKC8GR195645	N	CARLOS, ERICA, MARIE	Active (Issue)			
03-09-2018 9:39 AM	AAIK3912 / VEHICLE SALE	TRB57TST	5J8YD3H59HL000583	N	JOHNSON, FRED, A	Active (Reissue)			Void Issue 90 Day TRP
03-09-2018 9:38 AM	AAIK3648 / VEHICLE SALE	TRB57TST	5J8YD3H59HL000583	N	JOHNSON, FRED, A	Void (Void)	TITLE/VIN MISMATCH		

Fig. 71

**NOTE:** Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

**Vehicle**

TRP Number **AAIK3912**

Vehicle Identification Number (VIN) **5J8YD3H59HL000583**

Reason for Void:

Are you sure you want to void this TRP?

**Continue** Cancel

MERLIN status: **ONLINE**

DAMAGED  
 DATA ENTRY ERROR  
**LOST**  
 STOLEN  
 TITLE/VIN MISMATCH  
 CANCELLATION OF SALE  
 WRONG VEHICLE

Fig. 72

## Verification

1. Review the information and click **Reissue Temporary Registration Permit** (Fig. 73).
2. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 98](#).

### Verification

Please verify your information.

---

#### Vehicle

Vehicle Type	Truck	Odometer Reading	1000
Vehicle Identification Number (VIN)	5J8YD3H59HL000583	Odometer Indicator	Actual
Year	2017	Odometer Unit	Miles
Make	Acura	Fuel Type	Gas
Model	MDX	Sale Date	02-27-2018
Style		State Where Vehicle Will Be Titled	MT
Primary Color	Brown	Purchaser County of Residence	CASCADE COUNTY
Secondary Color			

---

#### Purchaser/Requestor 1

First Name	FRED
Middle Initial	A
Last Name	JOHNSON
Suffix	
ID Number	1021594
ID Jurisdiction	
ID Type	MVD Customer Number
Ownership Type	Purchaser

<b>Street Address</b>	<b>Mailing Address</b>
Address Line 1 1425 23RD AVE S	Address Line 1 1425 23RD AVE S
Address Line 2	Address Line 2
City GREAT FALLS	City GREAT FALLS
State MT	State MT
Zip Code 594056044	Zip Code 594056044

---

#### Purchaser/Requestor 2

First Name	FREDDIE
Middle Initial	ALBERT
Last Name	JOHNSON
Suffix	
ID Number	2517648
ID Jurisdiction	
ID Type	MVD Customer Number
Ownership Type	Purchaser

<b>Street Address</b>	<b>Mailing Address</b>
Address Line 1 1425 23RD AVE SO	Address Line 1 1425 23RD AVE SO
Address Line 2	Address Line 2
City GREAT FALLS	City GREAT FALLS
State MT	State MT
Zip Code 59405	Zip Code 59405

---

#### Seller

Company Name	TNT AUTOMOTIVE SALES INC
ID Number	03D005
ID Jurisdiction	MT
ID Type	Dealer License Number

<b>Street Address</b>	<b>Mailing Address</b>
Address Line 1 1832 King Ave W	Address Line 1 1832 King Ave W
Address Line 2	Address Line 2
City Billings	City Billings
State MT	State MT
Zip Code 59102-6459	Zip Code 59102-6459

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation process.

**Reissue Temporary Registration Permit**

**NOTE:** When reissuing a TRP after using the **Lost**, **Stolen**, or **Damaged** void reason, you cannot change any of the TRP information, nor are you able to add a second purchaser or a security interest perfection.

Fig. 73

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CONFIDENTIAL

June 2018

## TRP Activity Results

After you void the TRP using a **Lost**, **Stolen**, or **Damaged** reason, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 74).

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-09-2018 9:52 AM	AAIK4842 / VEHICLE SALE	TRB57TST	5J8YD3H59HL000583	N	JOHNSON, FRED, A	Active (Reissue)			Void Issue 90 Day TRP
04-09-2018 9:45 AM	AAIK3912 / VEHICLE SALE	TRB57TST	5J8YD3H59HL000583	N	JOHNSON, FRED, A	Void (Void)	LOST		
04-09-2018 9:39 AM	AAIK4840 / VEHICLE SALE	TRB57SS	1FMCU9DG6AKB43632	Y	SEAN	Active (Issue)		Print	Void
04-09-2018 9:33 AM	AAIK4839 / VEHICLE SALE	DMV32	1B7KC23Z71J564326	Y	YILDIRIM, NIHAN	Active (Issue)		Print	Void

Fig. 74

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-29-2018 1:39 PM	AAIK4671 / VEHICLE SALE	TRB57MT	1GKFK16308J125473	Y	FARR, TYLER	Active (Reissue)		Print	Void
03-29-2018 1:39 PM	AAIK4670 / VEHICLE SALE	TRB57MT	1GKFK16308J125473	Y	FARR, TYLER	Void (Void)	DAMAGED		
03-29-2018 1:37 PM	AAIK4670 / VEHICLE SALE	TRB57MT	1GKFK16308J125473	Y	FARR, TYLER	Active (Issue)			
03-29-2018 1:13 PM	AAIK4665 / PRIVATE SALE	TRB57MT	1J4FA69523P363646	Y	SEAN	Active (Reissue)		Print	Void
03-29-2018 1:13 PM	AAIK4602 / PRIVATE SALE	TRB57MT	1J4FA69523P363646	Y	SEAN	Void (Void)	STOLEN		
03-29-2018 1:08 PM	AAIK4662 / VEHICLE SALE	TRB57SS	1XPBPP9X4JD492585	N	SMITH, SEAN, J	Active (Issue)		Print	Void
03-29-2018 12:58 PM	AAIK4661 / VEHICLE SALE	TRB57SS	TCT335J506974	N	SEAN	Active (Issue)		Print	Void
03-29-2018 12:58 PM	AAIK4660 / VEHICLE SALE	TRB57MT	JM2UF4147L0865721	Y	SIX, EVE	Active (Reissue)		Print	Void
03-29-2018 12:52 PM	AAIK4656 / VEHICLE SALE	TRB57SS	1XPBPP9X2JD492584	N	SEAN	Active (Issue)		Print	Void
03-29-2018 12:51 PM	AAIK4653 / 90 DAY	DMV32	4S4BRBKC6E3327408	N	CATHRYN JAYME	Void (Void)	LOST		Reissue

Fig. 75

**NOTE:** If you interrupted the **Void** and **Reissue** process, you must find the TRP on the TRP Activity Results page and click **Reissue** to complete the process (Fig. 75).

## Reissue: Title/VIN Mismatch

- To void and reissue a TRP if the title and VIN do not match, click in the desired row on the TRP Activity Results page (Fig. 76).
  - The service displays the Void button only for eligible vehicles.
  - If the title and VIN do not match, you can void a TRP *before* the permit expires and *before* the registration process has been started.
  - The TRP must be reissued.
- Select **Title/VIN Mismatch** from the drop-down menu (Fig. 77).
  - This removes the title information from the TRP and allows you to reissue the permit.
  - If a security interest had been perfected, the security interest number displays on the page.
- To proceed, click **Continue** and the Print TRP page displays.
- To return to the TRP Activity Results page, click **Cancel**.
- For information about how to print the TRP, please refer to [Page 98](#).

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 243 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 11:25 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)			
04-11-2018 5:03 PM	AAIK4664 / 90 DAY	CTY50DOJ	1GCEK19T55E206752	N	TEST, BASE, RAE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:02 PM	AAIK4583 / VIN INSPECTION	CTY50DOJ	1GCPKSE71CF112141	N	ANGEL, CUTIE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:00 PM	AAIK3688 / PLATE ORDER	CTY50DOJ	1C4HJXEG2JW103935	N	TEST, TEST	Void (Void)	WRONG VEHICLE		
04-11-2018 4:57 PM	AAIK3677 / LIMITED USE	CTY50DOJ	4T1BF1FK8EU728635	N	JOHNSON, APRIL, ROSE	Void (Void)	WRONG VEHICLE		

Fig. 76

**Vehicle**

TRP Number: AAIK5073  
 Vehicle Identification Number (VIN): JF1ZCAC18D2611452  
 Release Security Interest Number: 5X0704719

Reason for Void:

Are you sure you want to void this TRP?

**Continue**

MERLIN status: **ONLINE**

**NOTE:** Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

**Reason for Void:**

- DAMAGED
- DATA ENTRY ERROR
- LOST
- STOLEN
- TITLE/VIN MISMATCH**
- CANCELLATION OF SALE
- WRONG VEHICLE

Fig. 77

## Verification

1. Review the information (Figs. 78-79, pgs. 59-60).

### Verification

Please verify your information.

---

#### Vehicle

Vehicle Type	Passenger	Odometer Reading	11000
Vehicle Identification Number (VIN)	JF1ZCAC18D2611452	Odometer Indicator	Actual
Year	2013	Odometer Unit	Miles
Make	Subaru	Fuel Type	Gas
Model		Sale Date	04-16-2018
Style	Coupe	State Where Vehicle Will Be Titled	MT
Primary Color	White	Purchaser County of Residence	LEWIS AND CLARK COUNTY
Secondary Color			

---

#### Purchaser/Requestor 1

First Name	SALLY
Middle Initial	L
Last Name	SMITH
Suffix	
ID Number	78675645342312
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Purchaser

<b>Street Address</b>	<b>Mailing Address</b>
Address Line 1 200 EUCLID AVE	Address Line 1 200 EUCLID AVE
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59601

---

#### Purchaser/Requestor 2

First Name	JOHN
Middle Initial	W
Last Name	SMITH
Suffix	
ID Number	67895643214567
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Purchaser

<b>Street Address</b>	<b>Mailing Address</b>
Address Line 1 200 EUCLID AVE	Address Line 1 200 EUCLID AVE
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59601

**NOTE:** When reissuing a TRP after using the **Title/VIN Mismatch** void reason, you cannot change any of the TRP information, nor are you able to add a second purchaser or a security interest perfection.

Fig. 78

2. Click **Reissue Temporary Registration Permit** (Fig. 79).
3. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 98](#).

**Seller**

Company Name LESKOVAR MOTORS INC  
ID Number 01D001  
ID Jurisdiction MT  
ID Type Dealer License Number

**Street Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Mailing Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Security Interest Perfection**

Record Security Interest yes  
Company Name FIRST AUTO BANK  
ID Number 987656432  
ID Jurisdiction  
ID Type FEIN  
Security Interest Tracking Number: 5X0704719  
Security Interest Priority Date: 04-16-2018

**Street Address**

Address Line 1 306 Joslin  
Address Line 2  
City Helena  
State MT  
Zip Code 59601

**Mailing Address**

Address Line 1 306 Joslin  
Address Line 2  
City Helena  
State MT  
Zip Code 59601

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation process.  
To change the information entered, select "Edit".

**Reissue Temporary Registration Permit**

MERLIN status: **ONLINE**

Fig. 79



## TRP Activity Results

After you void the TRP because of a Title/VIN Mismatch, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 80).

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 259 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)			
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		
04-16-2018 11:25 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)			
04-11-2018 5:03 PM	AAIK4664 / 90 DAY	CTY50DOJ	1GCEK19T55E206752	N	TEST, BASE, RAE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:02 PM	AAIK4583 / VIN INSPECTION	CTY50DOJ	1GCPKSE71CF112141	N	ANGEL, CUTIE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:00 PM	AAIK3688 / PLATE ORDER	CTY50DOJ	1C4HJXEG2JW103935	N	TEST, TEST	Void (Void)	WRONG VEHICLE		

Fig. 80

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 244 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		
04-16-2018 11:25 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)			
04-11-2018 5:03 PM	AAIK4664 / 90 DAY	CTY50DOJ	1GCEK19T55E206752	N	TEST, BASE, RAE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:02 PM	AAIK4583 / VIN INSPECTION	CTY50DOJ	1GCPKSE71CF112141	N	ANGEL, CUTIE	Void (Void)	WRONG VEHICLE		

Fig. 81

**NOTE:** If you interrupted the **Void** and **Reissue** process, you must find the TRP on the TRP Activity Results page and click **Reissue** to complete the process (Fig. 81).

## Reissue: Data Entry Error

- To void and reissue a TRP because of a data entry error, click **Void** in the desired row on the TRP Activity Results page (Fig. 82).
  - The service displays the Void button only for eligible vehicles.
  - You can void a TRP *before* the permit expires and *before* the registration process has been started if you need to:
    - Correct vehicle, purchaser, LLC agent, seller, or security interest perfection information.
    - Add or remove a second purchaser.
    - Add or cancel a security interest perfection.
  - The TRP must be reissued with the correct information.
- Select **Data Entry Error** from the drop-down menu (Fig. 83). If a security interest had been perfected, the security interest number displays on the page.
- To proceed, click **Continue**.
- To return to the TRP Activity Results page, click **Cancel**.

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 246 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 12:14 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Active (Issue)		Print	Void
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Reissue)		Print	Void
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		
04-16-2018 11:25 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)			
04-11-2018 5:03 PM	AAIK4664 / 90 DAY	CTY50DOJ	1GCEK19T55E206752	N	TEST, BASE, RAE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:02 PM	AAIK4583 / VIN INSPECTION	CTY50DOJ	1GCPKSE71CF112141	N	ANGEL, CUTIE	Void (Void)	WRONG VEHICLE		

Fig. 82

**NOTE:** Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

**Vehicle**

TRP Number: AAIK5075  
Vehicle Identification Number (VIN): 1FAFP42R84F130917

Reason for Void:

Are you sure you want to void this TRP?

**Continue** Cancel

MERLIN status: **ONLINE**

Reason for Void dropdown menu:

- DAMAGED
- DATA ENTRY ERROR**
- LOST
- STOLEN
- TITLE/VIN MISMATCH
- CANCELLATION OF SALE
- WRONG VEHICLE

Fig. 83

## Search for Vehicle & Purchaser

- On the Vehicle & Purchaser Search page, review and change any information as needed (*Figs. 84-87, pgs. 63-64*).
  - You cannot change any information in gray text boxes, unless noted.
- To remove a second purchaser, delete the information in the Purchaser 2 section (*Fig. 86*).

Fig. 84

Fig. 85

Fig. 86

3. If you have multiple dealer licenses or if you are reissuing a **Courtesy Delivery** TRP, you can select a different dealer as the seller (*Fig. 87*).

### Add or Cancel a Security Interest

1. To add a security interest perfection, enter the lender information in the Security Interest section (*Fig. 87*).
2. To change the lender, enter the new lender information in the Security Interest section.
3. To cancel a security interest perfection, delete the information in the Security Interest section.
4. To proceed, click **Continue**.

**Seller**

Montana Dealer License \*  
01D001 Leskovar Motors Inc

OR

Company Name \*  
LESKOVAR MOTORS INC

OR

First Name Middle Initial Last Name Suffix

ID Number \* ID Type \* ID Jurisdiction \*  
01D001 Dealer License Number MONTANA

**Security Interest**

Company Name \*  
FIRST AUTO BANK

First Name Middle Initial Last Name Suffix

ID Number \* ID Type \*  
7878687676786 FEIN

Security Interest Number  
4X0704628

**NOTE:** If the lender is an individual, delete the **Company Name**, and the **First Name**, **Middle Initial**, **Last Name** and **Suffix** boxes are no longer grayed out and you can enter the individual's information.

**Continue**

Fig. 87

## Change Vehicle & Purchaser Information

On the Vehicle & Purchaser page, review and change information as needed (Figs. 88-92, pgs. 65-69).

### Vehicle Information

In the Vehicle section, change or add any information as needed (Fig.88). Information in the gray text boxes cannot be changed.

**Vehicle & Purchaser**

Enter the requested information.  
\* Required field

**Vehicle**

Vehicle Type: Passenger  
Vehicle Identification Number (VIN): 1FADP42R84F130917

Year *	Make *	Model	Style
2004	Ford Motor Company	MUS	Coupe
Primary Color *	Secondary Color		
Yellow			
Odometer Reading	Odometer Indicator	Odometer Unit	Fuel Type *
52241	Actual	Miles	Gas
Sale Date *	State Where Vehicle Will Be Titled *	Purchaser County of Residence *	
04-16-2018	MONTANA	MISSOULA COUNTY	

MM-DD-YYYY  
Only if vehicle will be titled in Montana

Fig. 88

**Purchaser(s) Information**

1. In the Purchaser 1 Information section, change or add any address information as needed (Fig. 89).

**Purchaser 1 Information**

First Name SUZIE  
Middle Initial  
Last Name Q  
Suffix  
ID Number 67890123456789  
ID Jurisdiction MT  
ID Type Driver License Number  
Ownership Type Lessee

**Street Address**

Address Line 1 \*  
246 Ridgeway

Address Line 2

City \* State \* Zip Code \*

Lolo MONTANA 59847

☐ Mailing Address is the same as Street Address

**Mailing Address**

Address Line 1 \*  
PO Box 246

Address Line 2

City \* State \* Zip Code \*

Lolo MONTANA 59847

**NOTE:** A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

Fig. 89

1. In the Purchaser 2 Information section, change or add any address information as needed (*Fig. 90*). The Purchaser 2 section appears only if the original TRP had a second purchaser or you added one on the Vehicle & Purchaser search screen (*Fig. 86, pg. 63*).

**Purchaser 2 Information**

First Name JAMES  
Middle Initial  
Last Name SMITH  
Suffix  
ID Number 34567890543217  
ID Jurisdiction MT  
ID Type Driver License Number  
Ownership Type Lessor

**Street Address**

Address Line 1 \*  
100 Bitterroot Dr

Address Line 2

City \* State \* Zip Code \*

Lolo MONTANA 59847

☐ Mailing Address is the same as Street Address

**Mailing Address**

Address Line 1 \*  
PO Box 195

Address Line 2

City \* State \* Zip Code \*

Lolo MONTANA 59847

**NOTE:** A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

Fig. 90

2. If Purchaser 1 is an LLC, the LLC Agent section displays and you can change any LLC agent information as needed (*Fig. 91*).

**Purchaser 1 Information**

Company Name: Annie's Photography  
ID Number: 7890123456789  
ID Jurisdiction: FEIN  
ID Type: FEIN  
Ownership Type: LLC

**Street Address**

Address Line 1 \*: 2002 Brooks  
Address Line 2:  
City \*: Missoula  
State \*: MONTANA  
Zip Code \*: 59801

☐ Mailing Address is the same as Street Address

**Mailing Address**

Address Line 1 \*: 2002 Brooks  
Address Line 2:  
City \*: Missoula  
State \*: MONTANA  
Zip Code \*: 59801

**LLC Agent**

First Name \*: ANNIE  
Middle Initial:  
Last Name \*: TEMPLE  
Suffix:  
ID Number \*: 65658989079067675625  
ID Type \*: Driver License Number  
ID Jurisdiction \*: MONTANA

**NOTE:** A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

Fig. 91



**Seller Information**

1. In the Seller section, change or add any address information as needed (*Fig. 92*).
2. To proceed, click **Continue**.

**Seller**

Company LESKOVAR MOTORS INC  
ID Number 01D001  
ID Jurisdiction MT  
ID Type Dealer License Number

**Street Address**

Address Line 1 \*  
3766 Harrison Ave

Address Line 2

City \* Butte State \* MONTANA Zip Code \* 59701-6807

☐ Mailing Address is the same as Street Address

**Mailing Address**

Address Line 1 \*  
3766 Harrison Ave

Address Line 2

City \* Butte State \* MONTANA Zip Code \* 59701-6807

**Security Interest**

Record Security Interest yes

**Continue**

**NOTE:** A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

**NOTE:** If the TRP already had an associated **Security Interest** or if you added a security interest on the Vehicle & Purchaser Search page, **Yes** is displayed in this section.

Fig. 92

### Change Security Interest Information

1. If the original TRP had a security interest or you added one on the Vehicle & Purchaser Search page ([Fig. 87, pg. 64](#)), the service displays the Security Interest Perfection information ([Fig. 93](#)).
2. Change or add any lender address information as needed.
3. To proceed, click **Continue**.

## Security Interest Perfection

Enter the requested information.  
\* Required field

Company First Auto Bank  
ID Number 7878687676786  
ID Jurisdiction  
ID Type FEIN

### Street Address

Address Line 1 \*

8001 Hwy 93

Address Line 2

City \* State \* Zip Code \*

Lolo MONTANA 59847

☐ Mailing Address is the same as Street Address

### Mailing Address

Address Line 1 \*

PO Box 2000

Address Line 2

City \* State \* Zip Code \*

Lolo MONTANA 59847

**Continue**

MERLIN status: **ONLINE**

**NOTE:** A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

Fig. 93

**Verify All Information**

- On the Verification page, carefully review the information in following sections (*Figs. 94-95, pgs. 71-72*):
  - Vehicle
  - Purchaser 1
  - Purchaser 2 (if applicable)
  - LLC Agent (if applicable)
  - Seller
  - Security Interest Perfection (if applicable)

## Verification

Please verify your information.

### Vehicle

Vehicle Type	Passenger	Odometer Reading	52241
Vehicle Identification Number (VIN)	1FAFP42R84F130917	Odometer Indicator	Actual
Year	2004	Odometer Unit	Miles
Make	Ford Motor Company	Fuel Type	Gas
Model	MUS	Sale Date	04-16-2018
Style	Coupe	State Where Vehicle Will Be Titled	MT
Primary Color	Yellow	Purchaser County of Residence	MISSOULA COUNTY
Secondary Color			

### Purchaser/Requestor 1

First Name	SUZIE
Middle Initial	
Last Name	Q
Suffix	
ID Number	67890123456789
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessee

<b>Street Address</b>	<b>Mailing Address</b>
Address Line 1 246 RIDGEWAY	Address Line 1 PO BOX 246
Address Line 2	Address Line 2
City LOLO	City LOLO
State MT	State MT
Zip Code 59847	Zip Code 59847

### Purchaser/Requestor 2

First Name	JAMES
Middle Initial	
Last Name	SMITH
Suffix	
ID Number	34567890543217
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessor

<b>Street Address</b>	<b>Mailing Address</b>
Address Line 1 100 BITTERROOT DR	Address Line 1 PO BOX 195
Address Line 2	Address Line 2
City LOLO	City LOLO
State MT	State MT
Zip Code 59847	Zip Code 59847

Fig. 94

2. If anything is incorrect, click **Edit** (Fig. 95) to return to the Vehicle & Purchaser page and correct the information.
3. To proceed, click **Reissue Temporary Registration Permit**.
4. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 98](#).

**Seller**

Company Name LESKOVAR MOTORS INC  
ID Number 01D001  
ID Jurisdiction MT  
ID Type Dealer License Number

**Street Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Mailing Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Security Interest Perfection**

Record Security Interest yes  
Company Name First Auto Bank  
ID Number 7878687676786  
ID Jurisdiction  
ID Type FEIN  
Security Interest Tracking Number:  
Security Interest Priority Date:

**Street Address**

Address Line 1 8001 Hwy 93  
Address Line 2  
City Lolo  
State MT  
Zip Code 59847

**Mailing Address**

Address Line 1 PO Box 2000  
Address Line 2  
City Lolo  
State MT  
Zip Code 59847

**Request**

You have requested the following:

Item	Cost
Montana Temporary Registration Permit	\$0.00
Security Interest Perfection	\$8.00
MVD Admin Fee	\$0.24
<b>Total</b>	<b>\$8.24</b>

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation. To change the information entered, select "Edit".

**Reissue Temporary Registration Permit** **Edit**

**NOTE:** If you add a **Security Interest**, you must pay the security interest recording fee. For more information about how to pay, please refer to [Page 95](#).

Fig. 95

## TRP Activity Results

After you void the TRP using the Data Entry void reason, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 96).

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 248 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 12:43 PM	AAIK5076 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q. SUZIE	Active (Reissue)		Print	Void
04-16-2018 12:20 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q. SUZIE	Void (Void)	DATA ENTRY ERROR		
04-16-2018 12:14 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q. SUZIE	Active (Issue)			
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Reissue)		Print	Void
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		

Fig. 96

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 247 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 12:20 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q. SUZIE	Void (Void)	DATA ENTRY ERROR		Reissue
04-16-2018 12:14 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q. SUZIE	Active (Issue)			
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Reissue)		Print	Void
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		

**NOTE:** If you interrupted the **Void** and **Reissue** process, you must find the TRP on the TRP Activity Results page and click **Reissue** to complete the process (Fig. 97).

Fig. 97

## Void and Close: Before Permit Expires

To void and close a TRP because the customer no longer wants the vehicle or no longer needs the permit, if a county employee selects the incorrect vehicle type, or if the TRP was issued to the wrong vehicle, click **Void** in the desired row on the TRP Activity Results page (Fig. 98).

- The service displays the Void button only for eligible vehicles.
- The Cancellation of Sale, Cancel Permit, and Wrong Vehicle void reasons can be used only *before* permit expires and *before* title and registration transaction has been processed by an authorized agent.

### Cancellation of Sale

Use the **Cancellation of Sale** void reason if customer no longer wants the vehicle.

- The Cancellation of Sale reason is available only for **Vehicle Sale**, **Private Sale**, and **Courtesy Delivery** TRPs.
  - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to the note below.
  - This action voids the TRP.
  - A new TRP can be issued to the vehicle.
1. Select **Cancellation of Sale** from the drop-down menu (Fig. 99). If a security interest had been perfected, the security interest number displays on the page.
    - To proceed, click **Continue**.
    - To return to the TRP Activity Results page, click **Cancel**.

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 249 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 1:17 PM	AAIK5077 / VEHICLE SALE	CTY50DOJ	3C63RRNL0JG132304	Y	J-H CONSTRUCTION	Active (Issue)		Print	Void

Fig. 98

**Vehicle**

TRP Number: AAIK5077

Vehicle Identification Number (VIN): 3C63RRNL0JG132304

Release Security Interest Number: 2X0704720

Reason for Void:

Are you sure you want to void this TRP?

**Continue** Cancel

MERLIN status: ONLINE

Reason for Void dropdown options:

- DAMAGED
- DATA ENTRY ERROR
- LOST
- STOLEN
- TITLE/VIN MISMATCH
- CANCELLATION OF SALE**
- WRONG VEHICLE

Fig. 99

**NOTE:** If you void a TRP using the **Cancellation of Sale** reason on the same day it was issued, you must call the MVD at 406-444-3661. A TRP fee will not be charged; a refund will appear on your registered user or credit or debit card account.

If you void a TRP within the permit's 40-day timeframe, you must send the TRP fee to the MVD. The MVD performs monthly audits and notifies your dealership of outstanding TRP fees.

Email questions to [dojdealerinfo@mt.gov](mailto:dojdealerinfo@mt.gov).

2. The page displays a confirmation (*Fig. 100*).
  - The TRP is voided.
  - A new TRP can be issued to the vehicle.
  - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to [Page 74](#).
  - If a security interest had been perfected, the page notes that it has been canceled.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.
5. After you void the TRP using the Cancellation of Sale reason, click **TRP Activity Results** (*Fig. 100*) to see the permit's status listed as Void (Void) on the TRP Activity Results page (*Fig. 101*).

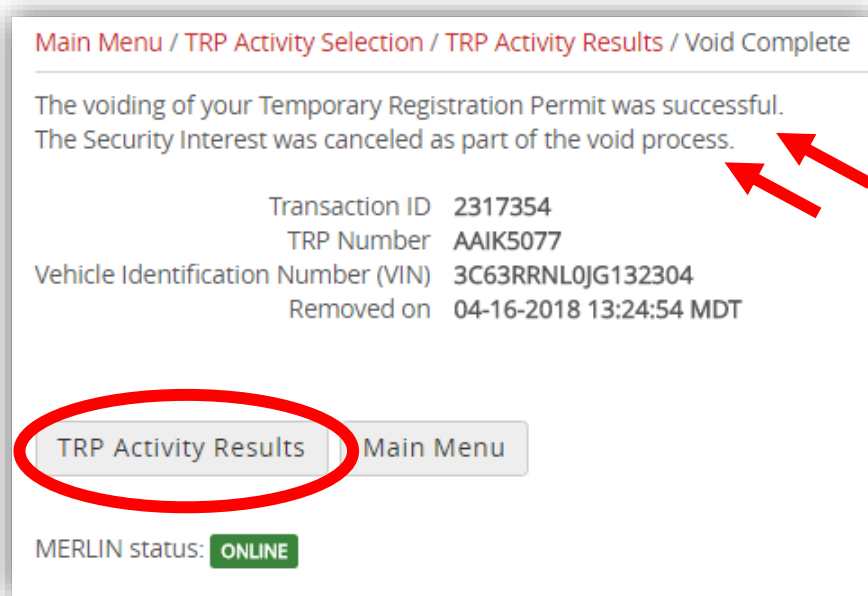


Fig. 100

### TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date:  End Date:

MM-DD-YYYY MM-DD-YYYY

Viewing  records per page of 250 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 1:24 PM	AAIK5077 / VEHICLE SALE	CTY50DOJ	3C63RRNL0JG132304	N	J-H CONSTRUCTION	Void (Void)	CANCELLATION OF SALE		
04-16-2018 1:17 PM	AAIK5077 / VEHICLE SALE	CTY50DOJ	3C63RRNL0JG132304	Y	J-H CONSTRUCTION	Active (Issue)			
04-16-2018 12:43 PM	AAIK5076 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Active (Reissue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
04-16-2018 12:20 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Void (Void)	DATA ENTRY ERROR		
04-16-2018 12:14 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Active (Issue)			
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Reissue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		

Fig. 101

## Cancel Permit

Use the Cancel Permit void reason if the customer no longer needs the permit or if a county employee selects the incorrect vehicle type.

- The Cancel Permit reason is available for **Plate Order, Limited Use, Single Move, VIN Inspection, Title Paperwork, SI Demo, Auto Auction, and 90-Day TRPs**.
  - This action voids the TRP.
  - A new TRP can be issued to the vehicle.
- Select **Cancel Permit** from the drop-down menu (Fig. 102). If a security interest had been perfected, the security interest number displays on the page.
    - To proceed, click **Continue**.
    - To return to the TRP Activity Results page, click **Cancel**.
  - The service displays a confirmation (Fig. 103).
    - The TRP is voided.
    - A new TRP can be issued for the vehicle.
    - If a security interest had been perfected, the page notes that it has been canceled.
  - To return to the TRP Activity Results page, click **TRP Activity Results**.
  - To return to the Main Menu page, click **Main Menu**.
  - After you void the TRP using the Cancel Permit reason, click **TRP Activity Results** (Fig. 103) to see the status is listed as Void (Void) on the TRP Activity Results page (Fig. 104).

**Vehicle**

TRP Number: AAIK3994  
 Vehicle Identification Number (VIN): WAUMR44E45N016603  
 Release Security Interest Number: 13X0704507

Reason for Void: **CANCEL PERMIT**

Are you sure you want to void this Temporary Registration Permit? **Continue** Cancel

MERLIN status: **ONLINE**

Fig. 102

The voiding of your Temporary Registration Permit was successful.  
 The Security Interest was canceled as part of the void process.

Transaction ID: 2316511  
 TRP Number: AAIK3994  
 Vehicle Identification Number (VIN): WAUMR44E45N016603  
 Removed on: 03-23-2018 12:52:31 MDT

**TRP Activity Results** Main Menu

Fig. 103

### TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 03-23-2018 Search

Viewing 10 records per page of 909 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Reason	Print	Action
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	CTY50DOJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	CTY50DOJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void

Fig. 104



## Wrong Vehicle

Use the Wrong Vehicle void reason if the vehicle VIN for the customer does not match the VIN to which the TRP was issued.

- The Wrong Vehicle reason is available for all types of TRPs.
  - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to the note below.
  - This action voids the TRP.
  - After voiding the TRP, you can issue a TRP for the correct vehicle.
1. Select **Wrong Vehicle** from the drop-down menu (*Fig. 105*). If a security interest had been perfected, the security interest number displays on the page.
    - To proceed, click **Continue**.
    - To return to the TRP Activity Results page, click **Cancel**.

**Vehicle**

TRP Number AAIK4827  
Vehicle Identification Number (VIN) 3FAFP08ZX6R118807  
Release Security Interest Number 5X0704681

Reason for Void: ▼

Are you sure you want to void this Ter?

**Continue** Cancel

MERLIN status: **ONLINE**

DAMAGED  
DATA ENTRY ERROR  
LOST  
STOLEN  
TITLE/VIN MISMATCH  
CANCELLATION OF SALE  
**WRONG VEHICLE**

**NOTE:** If you void a Vehicle Sale, Private Sale, or Courtesy Delivery TRP using the **Wrong Vehicle** reason on the same day it was issued, you must call the MVD at 406-444-3661. A TRP fee will not be charged; a refund will appear on your registered user or credit or debit card account.

If you void a TRP within the permit's 40-day timeframe, you must send the TRP fee to the MVD. The MVD performs monthly audits and notifies your dealership of outstanding TRP fees.

Email questions to [dojdealerinfo@mt.gov](mailto:dojdealerinfo@mt.gov).

Fig. 105

2. The page displays confirmation information (*Fig. 106*).
  - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to [Page 77](#).
  - The TRP is voided.
  - If a security interest had been perfected, the page notes that it has been canceled.
  - A new TRP now can be issued for the correct vehicle.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.
5. After you void the TRP using the Wrong Vehicle reason, click **TRP Activity Results** (*Fig. 106*) to see the status is listed as Void (Void) on the TRP Activity Results page (*Fig. 107*).

Main Menu / TRP Activity Selection / TRP Activity Results / Void Complete

The voiding of your Temporary Registration Permit was successful.  
The Security Interest was canceled as part of the void process.

Transaction ID 2317612  
TRP Number AAIK4827  
Vehicle Identification Number (VIN) 3FAFP08ZX6R118807  
Removed on 05-04-2018 09:21:54 MDT

TRP Activity Results Main Menu

MERLIN status: **ONLINE**

Fig. 106

**TRP Activity Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-25-2018 End Date: 05-04-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 60 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Reason	Print	Action
05-04-2018 9:21 AM	AAIK4827 / VEHICLE SALE	CTY05TST	3FAFP08ZX6R118807	N	SMITH, SALLY, L	Void (Void)	WRONG VEHICLE		

Fig. 107

## Void and Close: After Permit Expires

To void and close a TRP when the vehicle sale is canceled because the purchaser no longer wants to buy the vehicle *after* the permit expires, click **Void** in the desired row on the TRP Activity Results page (Fig. 108).

- The service displays the Void button only for eligible vehicles.

### Cancellation of Sale

Cancellation of Sale is the *only* void reason that can be used *after* a TRP expires and *before* the title and registration transaction has been processed by an authorized agent.

- The Cancellation of Sale reason is available only for **Vehicle Sale**, **Courtesy Delivery**, and **Private Sale** TRPs.
- The fee is still due if the TRP was marked for a purchaser who planned to title the vehicle in Montana.
- This action voids the TRP.
- The vehicle can be sold to another purchaser.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

03-20-2018

MM-DD-YYYY

End Date

03-21-2018

MM-DD-YYYY

Search

Viewing 10 records per page of 216 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-20-2018 11:30 AM	AAIK4369 / VEHICLE SALE	TRB57TST	1FA6P8CF6H5266342	Y	SUNSHINE CHECK	Expired (Issue)			Void
03-20-2018 11:33 AM	AAIK4370 / VEHICLE SALE	TRB57TST	1GKFK66U46J125897	Y	TEST, JOE	Expired (Issue)			Void
03-20-2018 11:36 AM	AAIK4367 / VEHICLE SALE	TRB57TST	5FN9YF48809B028964	Y	BLACK, DAWSON	Active (Reprint)			Void Issue 90 Day TRP
03-20-2018 11:45 AM	AAIK4371 / VEHICLE SALE	TRB57TST	KNDJT2A21B7271358	N	SWARTZ, KATIE	Active (Issue)			
03-20-2018 11:50 AM	AAIK4371 / VEHICLE SALE	TRB57TST	KNDJT2A21B7271358	N	SWARTZ, KATIE	Void (Void)	LOST		
03-20-2018 11:50 AM	AAIK4372 / VEHICLE SALE	TRB57TST	1GNDT13S252258258	Y	POTTER, HARRY, JAMES	Expired (Issue)			

Fig. 108

1. Select **Cancellation of Sale** from the drop-down menu (Fig. 109). If a security interest had been perfected, the security interest number displays on the page.
  - To proceed, click **Continue**.
  - To return to the TRP Activity Results page, click **Cancel**.
2. The page displays confirmation information (Fig. 110).
  - The TRP is voided.
  - If a security interest had been perfected, the page notes that it has been canceled.
  - A new TRP can be issued to the vehicle.
  - The fee must be paid before another TRP can be issued.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.
5. After you void the TRP using the Cancellation of Sale reason, click **TRP Activity Results** (Fig. 110) to see the status is listed as Void (Voidx) on the TRP Activity Results page (Fig. 111). Voidx is used to indicate that the TRP was voided *after* the expiration date.

Fig. 109

Fig. 110

## TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 04-27-2018  
End Date: 05-04-2018  
Search

Viewing 10 records per page of 6 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
05-04-2018 10:49 AM	AAIK4369 / VEHICLE SALE	TRB57TST	1FA6P8CF6H5266342	N	SUNSHINE CHECK	Voidx (Void)	CANCELLATION OF SALE		
04-27-2018 1:53 PM	AAIK5226 / 90 DAY	DMV32	NCS93451	N	WINCHESTER, DEAN	Void (Void)	WRONG VEHICLE		
04-27-2018 1:47 PM	AAIJ2499 / 90 DAY	DMV32	3C4PDDFG5CT43941	N	TY CAMMIE	Void (Void)	WRONG VEHICLE		
04-27-2018 1:36 PM	AAIK5261 / 90 DAY	DMV32	F10V4L17064	N	JOHNSON, FRANK, A	Active (Reissue)			Void
04-27-2018 1:36 PM	AAIK5260 / 90 DAY	DMV32	F10V4L17064	N	JOHNSON, FRANK, A	Void (Void)	DATA ENTRY ERROR		
04-27-2018 1:34 PM	AAIK5260 / 90 DAY	DMV32	F10V4L17064	N	JOHNSON, FRANK, A	Active (Issue)			

Fig. 111

**NOTE:** If you void a TRP using the **Cancellation of Sale** reason after the permit has expired, you must call the MVD at 406-444-3661. The TRP fee will be collected. The vehicle must be titled and registered at a county office in the seller's name and all applicable fees collected. The late title fee is required. The TRP is pulled into the title and registration transaction and marked as complete and a new TRP can be issued the next day.

## Issue a 90-Day TRP

You may need to issue a 90-Day temporary registration permit for various reasons such as the customer missing a prior title or security interest release necessary for transferring ownership. This type of permit replaces a previously issued 40-day **Vehicle Sale** or **Private Sale** TRP as an extended permit for the customer.

There are three ways to search for a TRP and issue a 90-Day TRP:

- Using **View Activity**. For more information about how to search for a 40-day TRP using View Activity, please refer to [Page 45](#).
- Using **View Specific**. For more information about how to search for a 40-day TRP using View Specific, please refer to [Page 86](#).
- By selecting **Issue 90 Day TRP Different Location** on the Main Menu page.

### 90-Day TRP Requirements

- The 90-Day option is available from 10 days prior to the expiration of the 40-day TRP to within 10 days after its expiration.
- The purchaser and seller information from the 40-day TRP carries over to the 90-Day permit.
- The new TRP will have a different TRP number.
- A vehicle can have only one active TRP at a time.
- The 40-day TRP's status is changed to "expired" when you issue a 90-Day TRP if the 40-day TRP has not expired yet.
- You cannot issue another TRP for the vehicle until the 90-Day permit is complete or void *and* the 40-day permit has been paid for.
- You cannot issue two 90-Day permits in a row for the same vehicle.
- You cannot issue a 90-Day TRP for a vehicle that will be titled out of state.
- You cannot change the purchaser or seller information nor file a security interest when issuing a 90-Day TRP.

## View Activity/View Specific

To issue a 90-Day TRP, click **Issue 90 Day TRP** in the desired row on the TRP Activity Results (*Fig. 112*) or TRP Specific Results page (*Fig. 113*). The service displays the 90-Day button only for eligible vehicles.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

01-01-2004

MM-DD-YYYY

End Date

05-04-2018

MM-DD-YYYY

Search

Viewing 10 records per page of 12086 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-02-2018 2:10 PM	AAIK3909 / VEHICLE SALE	CTY05TST	1GCUKREC2EF194876	N	MANN, LON	Active (Issue)			
03-29-2018 9:53 AM	AAIK3907 / VEHICLE SALE	CTY05TST	1GCVKREC8JZ158087	Y	UNDERHILL, PATRICIA	Active (Reissue)			<div>Void</div> <div>Issue 90 Day TRP</div>

Fig. 112

TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

MM-DD-YYYY

End Date

MM-DD-YYYY

Search

Viewing 10 records per page of 29 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-19-2018 3:25 PM	AAIK4249 / VEHICLE SALE	CTY05TST	1GKEV23D09J125240	Y	DOE, JANE	Active (Issue)			
03-19-2018 4:22 PM	AAIK4268 / VEHICLE SALE	CTY05TST	JN8AF5MV9DT219991	N	DOE, JOHN	Active (Issue)			<div>Void</div> <div>Issue 90 Day TRP</div>

Fig. 113

## Issue 90-Day TRP from a Different Location

To issue a 90-Day TRP from a different location:

1. Click **Issue 90 Day TRP Different Location** in the Temporary Registration Permit section on the Main Menu page (Fig. 114).
2. Enter the VIN on the Issue 90 Day TRP page (Fig. 115).
3. Click **Continue**.

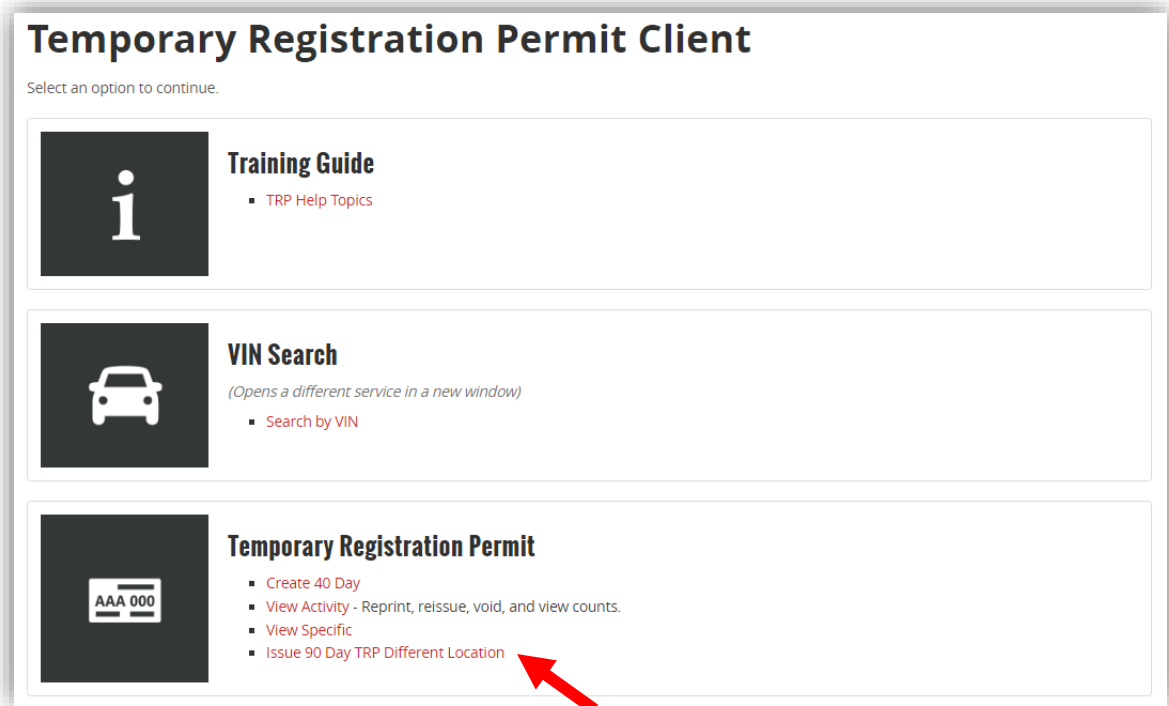


Fig. 114

The screenshot shows the 'Issue 90 Day TRP' form. It includes the following elements:

- Header**: 'Issue 90 Day TRP'
- Instruction**: 'Enter the requested information.'
- Legend**: '\* Required field'
- Section Header**: 'Vehicle'
- Field Label**: 'Vehicle Identification Number\*'
- Input Field**: A text box for entering the VIN.
- Buttons**: 'Continue' and 'Main Menu'.
- Status**: 'MERLIN status: ONLINE'.

Fig. 115

## Verify All Information

1. On the Verification page, carefully review the information in following sections (*Figs. 116-117, pgs. 83-84*):
  - Vehicle
  - Purchaser 1
  - Purchaser 2 (if applicable)
  - LLC Agent (if applicable)
  - Seller
  - Security Interest Perfection (if applicable)

### Verification

Please verify your information.

#### Vehicle

Vehicle Type	Truck	Odometer Reading	50000
Vehicle Identification Number (VIN)	1GCVKREC8JZ158087	Odometer Indicator	Actual
Year	2018	Odometer Unit	Miles
Make	Chevrolet	Fuel Type	Gas
Model	SIL	Sale Date	03-29-2018
Style	Pickup	State Where Vehicle Will Be Titled	MT
Primary Color	Green	Purchaser County of Residence	LEWIS AND CLARK COUNTY
Secondary Color			

#### Purchaser/Requestor 1

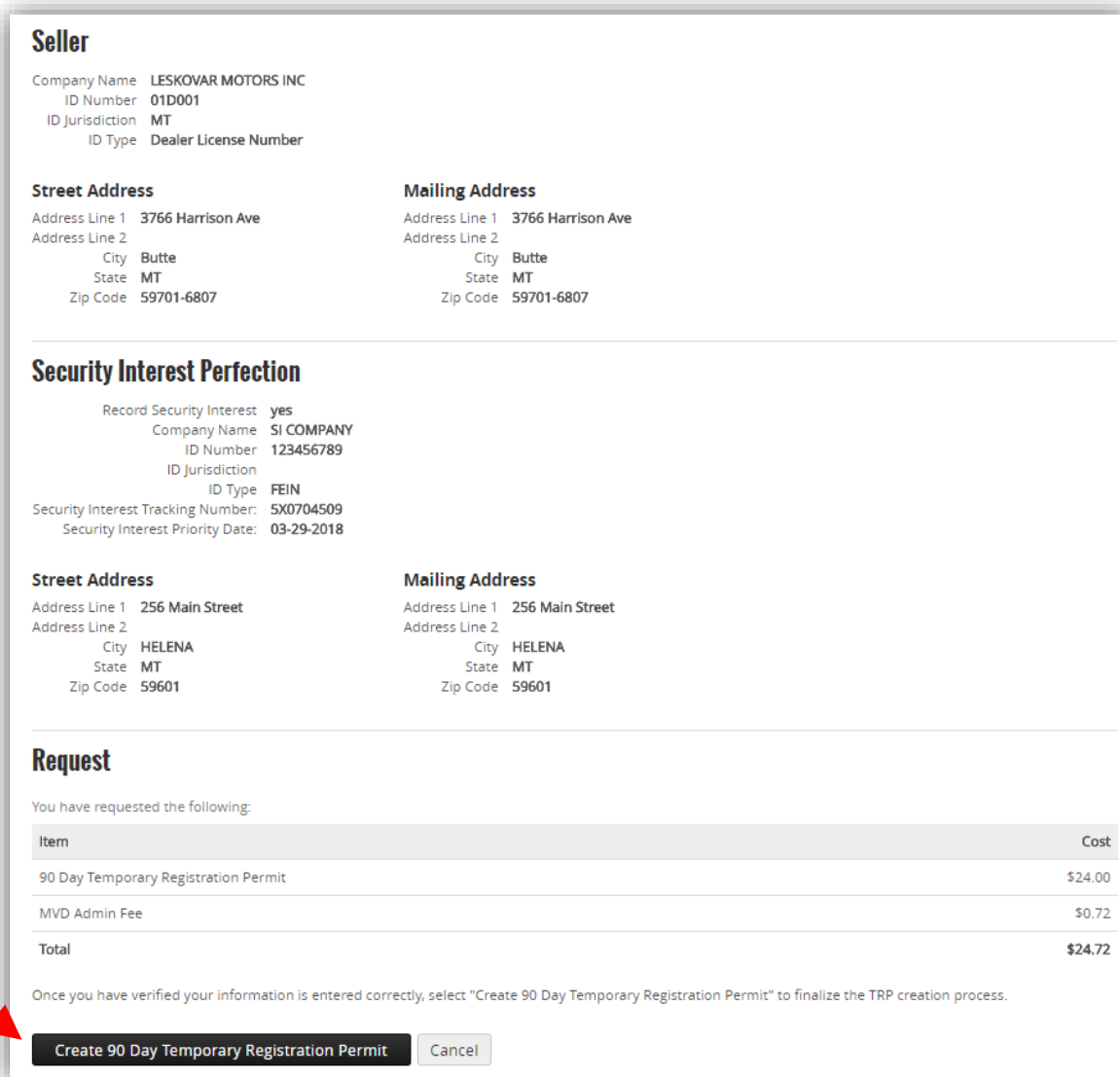
First Name	PATRICIA
Middle Initial	
Last Name	UNDERHILL
Suffix	
ID Number	none
ID Jurisdiction	
ID Type	
Ownership Type	Purchaser

Street Address		Mailing Address	
Address Line 1	123 MAIN	Address Line 1	123 MAIN
Address Line 2		Address Line 2	
City	HELENA	City	HELENA
State	MT	State	MT
Zip Code	59601	Zip Code	59601

**NOTE:** When issuing a **90-Day TRP**, you cannot edit or change any of the vehicle, purchaser, LLC agent, seller, nor security interest information. You cannot add a second purchaser nor a security interest perfection. If a second purchaser and a security interest perfection are required, they must have been part of the initial 40-day TRP.

Fig. 116

2. After verifying the TRP information, scroll to the bottom of the page to view the cost for the 90-Day permit (Fig. 117).
3. If the page displays the correct TRP, click **Create 90 Day Temporary Registration Permit**.
4. For information about how to pay for the TRP, please refer to [Page 95](#).
5. For information about how to print the TRP, please refer to [Page 98](#).



**Seller**

Company Name LESKOVAR MOTORS INC  
ID Number 01D001  
ID Jurisdiction MT  
ID Type Dealer License Number

**Street Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Mailing Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Security Interest Perfection**

Record Security Interest yes  
Company Name SI COMPANY  
ID Number 123456789  
ID Jurisdiction  
ID Type FEIN  
Security Interest Tracking Number: 5X0704509  
Security Interest Priority Date: 03-29-2018

**Street Address**

Address Line 1 256 Main Street  
Address Line 2  
City HELENA  
State MT  
Zip Code 59601

**Mailing Address**

Address Line 1 256 Main Street  
Address Line 2  
City HELENA  
State MT  
Zip Code 59601

**Request**

You have requested the following:

Item	Cost
90 Day Temporary Registration Permit	\$24.00
MVD Admin Fee	\$0.72
<b>Total</b>	<b>\$24.72</b>

Once you have verified your information is entered correctly, select "Create 90 Day Temporary Registration Permit" to finalize the TRP creation process.

**Create 90 Day Temporary Registration Permit** Cancel

Fig. 117



## Reprint a TRP

You can reprint a TRP if you need another copy of same TRP *and* the purchaser has not left your office. This typically occurs if a TRP is damaged during printing.

- You can reprint a TRP without voiding it, *only* on same day that it is issued.
  - If you need to reprint TRP *after* the day it was issued, you must void TRP and reissue it. For more information on voiding and reissuing a TRP, please refer to [Page 55](#).
- To reprint a TRP, click **Print** in the desired row on the TRP Activity Results page (*Fig. 118*).
  - On the Reprint TRP page (*Fig. 119*), you can choose to print the TRP and/or the receipt and/or the SI Perfection Letter if applicable. Use the drop-down menu to select your option.
    - The date and time that the TRP was reprinted is displayed on the Reprint TRP page.
  - To proceed, click **Print**.
    - The service generates an Adobe PDF file that you can save and/or print. For more information about Adobe PDF files, please refer to [Page 7](#).
- NOTE:** The information on the printed TRP is exactly the same as it was on the original TRP.
- To return to the Main Menu page, select **Main Menu**.

**Reprint TRP**

Transaction ID 02315900  
 TRP Number AAIK4040  
 Vehicle Identification Number (VIN) ZFF74UFAXF0210187  
 Reprinted on 2018-04-22 12:28:38 PM MDT

Please, select what do you want to print:  
 TRP & SI Perfection Letter & Payment Receipt ▼

and click Print button below:

You will need Adobe Acrobat Reader to view and print your Temporary Registration Permit.

DOWNLOAD ADOBE® READER®

**Print** Main Menu

MERLIN status: **ONLINE**

Fig. 119

## TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date End Date  
 04-22-2018 04-22-2018  
 MM-DD-YYYY MM-DD-YYYY

Search

Viewing 10 records per page of 18 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-22-2018 7:46 PM	AAIK4058 / VEHICLE SALE	CTY05DH	SCFLDCFPXEGJ00940	Y	DOE, JOHN	Active (Reissue)			
04-22-2018 6:29 PM	AAIK4053 / VEHICLE SALE	CTY05DH	SCFLDCFPXEGJ00940	Y	DOE, JANE	Void (Void)	DATA ENTRY ERROR		
04-22-2018 6:23 PM	AAIK4053 / VEHICLE SALE	CTY05DH	SCFLDCFPXEGJ00940	Y	SMITH, SALLY	Active (Issue)			
04-22-2018 2:20 PM	AAIK4052 / VEHICLE SALE	CTY05TST	1GCUKREC3FF198940	Y	PHILLIPS, BO	Active (Reissue)			
04-22-2018 2:19 PM	AAIK3903 / VEHICLE SALE	CTY05TST	1GCUKREC3FF198940	Y	ROBERTS, MAY	Void (Void)	DATA ENTRY ERROR		
04-22-2018 2:17 PM	AAIK4051 / PRIVATE SALE	CTY05TST	2HNYD28259H517208	Y	PETERSON, BOB	Expired (Reissue)			
04-22-2018 2:17 PM	AAIK3838 / PRIVATE SALE	CTY05TST	2HNYD28259H517208	Y	WARNER, MARY	Void (Void)	LOST		
04-22-2018 4:28 AM	AAIK4040 / VEHICLE SALE	CTY05DH	ZFF74UFAXF0210187	Y	WEBB, JIM	Active (Issue)		<b>Print</b>	<b>Void</b>

Fig. 118

## View Specific

To search for TRPs using specific parameters such as a VIN, temporary registration permit number, Purchaser 1's first and/or last name, select **View Specific** in the Temporary Registration Permit section on the Main Menu page (Fig. 120). Please be aware that using View Specific provides details related to search parameters, not a report of TRP activity.

**NOTE:** To search for and view information about your organization's transactions and activity, select **View Activity** in the Temporary Registration Permit section on the Main Menu page. For more information, please refer to [Page 45](#).

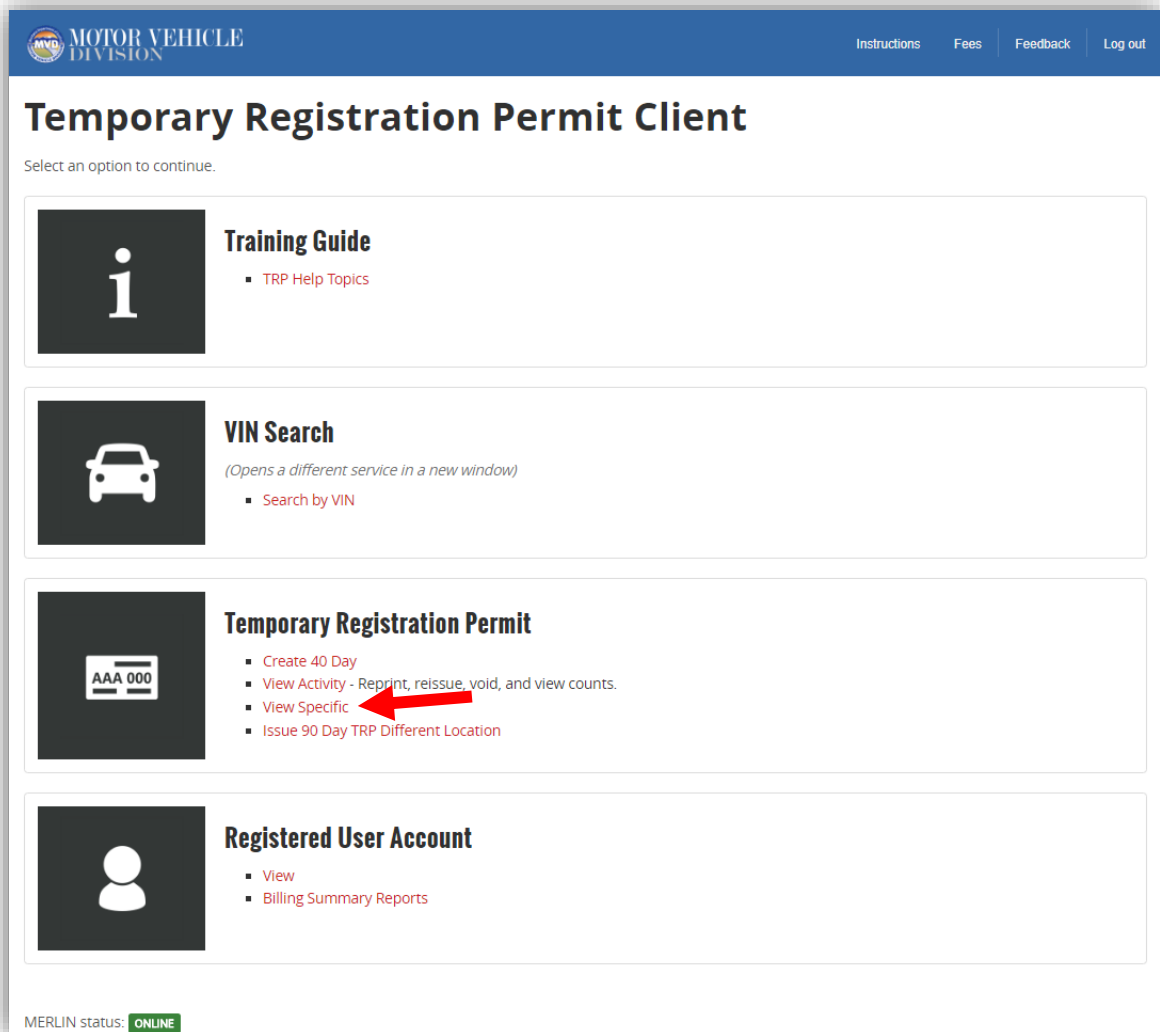




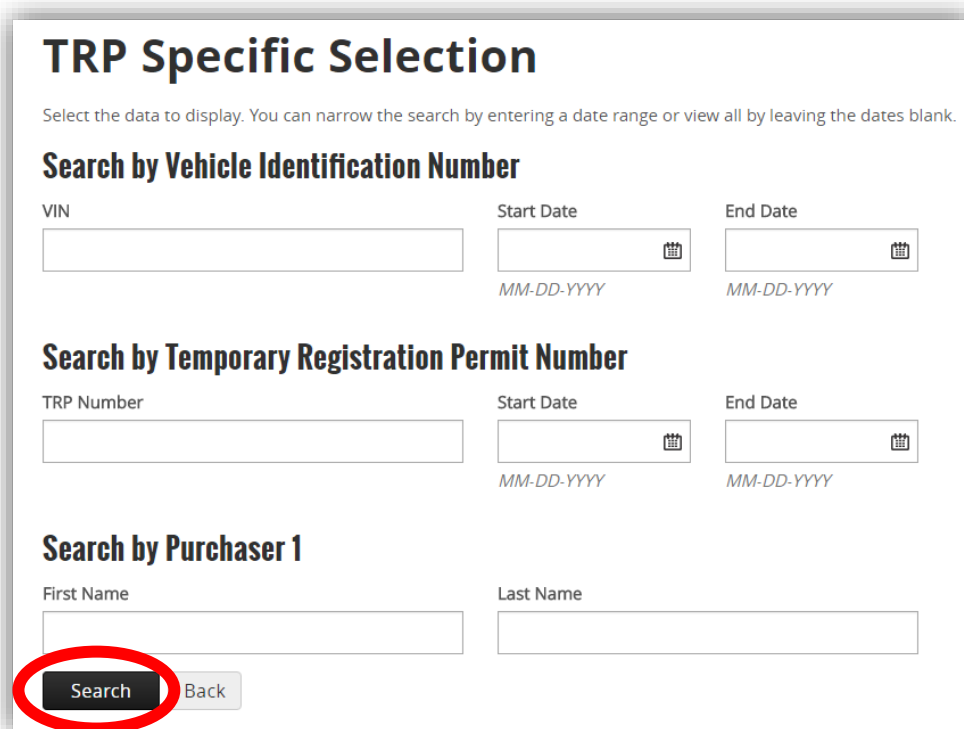
Fig. 120

## TRP Specific Selection

1. To filter the information, enter one of the following (*Fig. 121*):
  - **VIN**
    - Optional **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
  - **TRP Number**
    - Optional **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
  - **Purchaser 1's First and/or Last Name**
    - If the customer has only one name, enter it in the Last Name text box.

**NOTE:** Partial search terms do not return results. You must enter a complete VIN, TRP number, or first and/or last name.

2. To proceed, click **Search**.
3. To return to the Main Menu page, click **Back**.



**TRP Specific Selection**

Select the data to display. You can narrow the search by entering a date range or view all by leaving the dates blank.

**Search by Vehicle Identification Number**

VIN  Start Date  End Date

MM-DD-YYYY MM-DD-YYYY

**Search by Temporary Registration Permit Number**

TRP Number  Start Date  End Date

MM-DD-YYYY MM-DD-YYYY

**Search by Purchaser 1**

First Name  Last Name

**Search** Back

*Fig. 121*

## TRP Specific Results

The page displays a list of TRPs and the following information based on your parameters (Figs. 122-123).

**NOTE:** From the TRP Specific Results page (Figs. 121-122), you can reprint, void, and reissue TRPs, and issue 90-day TRPs. For instructions, please refer to [Pages 55-84](#).

- **Date/Time:** A timestamp of when the TRP was issued, reissued, or voided.
- **TRP Number/TRP Type:** Select the TRP number (in red text), to view the TRP details.
- **Username:** The username of the registered user who issued, reissued or voided the TRP.
- **VIN:** The VIN with which the TRP is associated.
- **SI Perfected:** Y is displayed if a security interest perfection letter was created along with the TRP.
- **Purchaser 1:** The first and last name of Purchaser 1.
- **Status:** The status of the TRP. For more information about the different statuses, please refer to [Page 117](#).
- **Void Reason:** If the TRP was voided, the void reason is displayed. For more information about the different void reasons, please refer to [Page 115](#).
- **Print:** If the Print button is visible, you can click **Print** to reprint the TRP. For more information on reprinting a TRP, please refer to [Page 85](#).
- **Action:** Depending on the status of the TRP, you can click **Void**, **Reissue**, or **Issue 90 Day TRP**. For instructions, please refer to [Pages 55-84](#).

### TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date  End Date

MM-DD-YYYY MM-DD-YYYY

Viewing  records per page of 29 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-20-2018 2:10 PM	<b>AAIK4392</b> / VEHICLE SALE	CTY05TST	5TFDW5F15EX400549	N	TEST, TEST	Active (Issue)			Void Issue 90 Day TRP
03-20-2018 4:36 PM	<b>AAIK4404</b> / VIN INSPECTION	CTY05TST	KL4CJASB4EB619320	N	TEST, TEST	Active (Issue)			Void
04-02-2018 1:36 PM	<b>AAIK3692</b> / VEHICLE SALE	CTY05TST	3GCPKSE72DG347325	N	TEST, TEST	Void (Void)	LOST		Reissue
04-02-2018 3:16 PM	<b>AAIK4746</b> / VEHICLE SALE	CTY05TST	1GCEC14X88Z114006	N	TEST, TESS	Active (Issue)		Print	Void


**NOTE:** To change your search parameters date range, enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, , and click **Search**.

Fig. 122

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print TRP	Action
05-11-2017 8:03 AM	<b>AAHV4309</b> / COURTESY DELIVERY	DEALER01	2C8GF68465R253360	N	CATHRYN JAYNE	Complete (Issue)			
05-11-2017 8:03 AM	<b>AAHV4310</b> / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Issue) - Error			Message
Reason for Failure:	Reason for Failure: AN ERROR OCCURRED PROCESSING THE TRP								
05-11-2017 8:03 AM	<b>AAHV4311</b> / COURTESY DELIVERY	DEALER01	3LNHL2JC6BR762407	N	CATHRYN JAYME	Complete (Issue)			
05-11-2017 8:04 AM	<b>AAHV4310</b> / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Reprint) - Error			Message
Reason for Failure:	Reason for Failure: PERMIT NUMBER NOT FOUND.								

Fig. 123

**NOTE:** A yellow Message button also may appear in the Action column. For more information about this button, please refer to [Page 110](#).

Message

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu (Fig. 124).
2. If there are more records than can fit on one page, the service indicates the number you are viewing of the total records.
3. To sort the information, click on the column headings with arrows.
4. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 125).
5. To view a report displaying aggregate data, click **View TRP Counts for the Given Search** (Fig. 124). For more information about the Counts report, please refer to [Page 92](#).
6. To return to the TRP Specific Selection page, click **Back**.
7. To return to the TRP Activity Date Selection Menu, click **Search Activity**.
8. To search for specific TRPs, click **Search Specific**.
9. To return to the Main Menu page, click **Main Menu**.

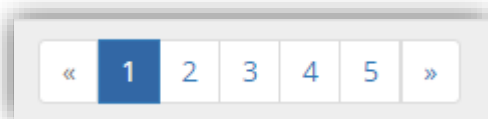


Fig. 125

### TRP Details

1. To view details about a specific TRP, select the desired TRP number in red text on the TRP Specific Results page (Fig. 124).

The page displays TRP, vehicle, purchaser(s), LLC agent, seller, and security interest perfection information (if applicable) associated with the TRP (Figs. 126-127, pgs. 90-91).

**TRP Specific Results**

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date  End Date

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 2 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-06-2018 4:35 PM	AAIK4827 / VEHICLE SALE	CTY05TST	3FAFP08ZX6R118807	Y	SMITH, SALLY, L	Active (Issue)			
05-04-2018 9:21 AM	AAIK4827 / VEHICLE SALE	CTY05TST	3FAFP08ZX6R118807	N	SMITH, SALLY, L	Void (Void)	WRONG VEHICLE		

< 1 >

**Reports**

MERLIN status: **ONLINE**


**NOTE:** To change your search parameters date range, enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, , and click **Search**.

Fig. 124

## Vehicle Information

### TRP Information

TRP Type VEHICLE SALE  
 Issue Date 04-06-2018  
 Expiration Date 05-16-2018  
 TRP Number AA1K4827  
 Transaction ID DOJTRP2018040616355533633

### Vehicle

Vehicle Type	Passenger	Odometer Reading	120000
Vehicle Identification Number (VIN)	3FAFP08ZX6R118807	Odometer Indicator	Actual
Year	2006	Odometer Unit	Miles
Make	Ford Motor Company	Fuel Type	Gas
Model	FUS	Sale Date	04-06-2018
Style	Sedan	State Where Vehicle Will Be Titled	MT
Primary Color	Black	Purchaser County of Residence	LEWIS AND CLARK COUNTY
Secondary Color			

### Purchaser/Requestor 1

First Name SALLY  
 Middle Initial L  
 Last Name SMITH  
 Suffix  
 ID Number 12345678910121  
 ID Jurisdiction MT  
 ID Type Driver License Number  
 Ownership Type Lessor

#### Street Address

Address Line 1 1000 MCHUGH RD  
 Address Line 2  
 City HELENA  
 State MT  
 Zip Code 59601

#### Mailing Address

Address Line 1 1000 MCHUGH RD  
 Address Line 2  
 City HELENA  
 State MT  
 Zip Code 59601

### Purchaser/Requestor 2

First Name JAMES  
 Middle Initial E  
 Last Name JONES  
 Suffix  
 ID Number 12101987654321  
 ID Jurisdiction MT  
 ID Type Driver License Number  
 Ownership Type Lessee

#### Street Address

Address Line 1 1000 MCHUGH RD  
 Address Line 2  
 City HELENA  
 State MT  
 Zip Code 59601

#### Mailing Address

Address Line 1 1000 MCHUGH RD  
 Address Line 2  
 City HELENA  
 State MT  
 Zip Code 59601

Fig. 126

2. To return to the TRP Specific Results page, click **Back** (Fig. 127).
3. To return to the TRP Activity Date Selection page, click **Search Activity**.
4. To search for specific TRPs, click **Search Specific**.
5. To return to the Main Menu page, click **Main Menu**.

The screenshot displays two forms within a web application. The top form, titled 'Seller', contains fields for company information and two address blocks. The bottom form, titled 'Security Interest Perfection', contains fields for security interest details and two address blocks. At the bottom of the page are four navigation buttons and a status indicator.

**Seller**

Company Name LESKOVAR MOTORS INC  
ID Number 01D001  
ID Jurisdiction MT  
ID Type Dealer License Number

**Street Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Mailing Address**

Address Line 1 3766 Harrison Ave  
Address Line 2  
City Butte  
State MT  
Zip Code 59701-6807

**Security Interest Perfection**

Record Security Interest yes  
Company Name FIRST AUTO COMPANY  
ID Number 678906543  
ID Jurisdiction  
ID Type FEIN  
Security Interest Tracking Number: 5X0704681  
Security Interest Priority Date: 04-06-2018

**Street Address**

Address Line 1 100 Neill Ave.  
Address Line 2  
City Helena  
State MT  
Zip Code 59601

**Mailing Address**

Address Line 1 100 Neill Ave.  
Address Line 2  
City Helena  
State MT  
Zip Code 59601

Back Search Activity Search Specific Main Menu

MERLIN status: **ONLINE**

Fig. 127

## View TRP Counts

To view a report displaying aggregate data, click **View TRP Counts for the Given Search** on the TRP Specific Results page (Fig. 128).

### TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

End Date

Search

MM-DD-YYYY

MM-DD-YYYY

Viewing 10 records per page of 55 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-24-2018 2:44 PM	AAIK4486 / PRIVATE SALE	CTY50DOJ	5FNYF6H9XJB015065	N	SMITH, FRANK	Void (Void)	DATA ENTRY ERROR		Reissue
04-24-2018 2:19 PM	AAIK5200 / VEHICLE SALE	CTY50DOJ	1FMCU59H48KA99344	N	SMITH, FRANK, 3RD	Active (Reissue) - Error			Message
04-24-2018 2:16 PM	AAIK4294 / VEHICLE SALE	CTY50DOJ	1FMCU59H48KA99344	N	SMITH, FRANK, 3RD	Void (Void)	DATA ENTRY ERROR		
04-24-2018 12:30 PM	AAIK5180 / VEHICLE SALE	CTY50DOJ	1G1PC55BXD7315217	N	SMITH, JOHN, ELTON	Active (Issue)		Print	Void
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Reissue)			Void
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		
04-16-2018 11:25 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)			
04-11-2018 4:50 PM	AAIK4461 / VEHICLE SALE	CTY50DOJ	4S4BP61C297316953	N	SMITH, FRANK, 3RD	Void (Void)	WRONG VEHICLE		
04-11-2018 4:25 PM	AAIK5042 / PRIVATE SALE	CTY50DOJ	1X17H4L123932	Y	SMITH, FRANK	Active (Reissue)			Void Issue 90 Day TRP
04-11-2018 4:24 PM	AAIK4528 / PRIVATE SALE	CTY50DOJ	1X17H4L123932	Y	SMITH, FRANK	Void (Void)	DATA ENTRY ERROR		

«

1

2

3

4

5

»

### Reports

View TRP Counts for the Given Search

Back

Search Activity

Search Specific

Main Menu

Fig. 128



## TRP Counts

1. The TRP counts page displays the following summary results within your chosen parameters (*Fig. 129*):
  - Number of TRPs issued.
  - Number of TRPs reissued.
  - Number of TRPs voided.
  - Number of TRPs printed.
  - Number of TRPs reprinted.
  - Number of SI's perfected.
  - Number of vehicle searches performed.
2. The page displays the date range if you selected a range on the TRP Specific Selection page.
3. To view the aggregated totals grouped by username, click **Report Details**.
4. To return to the TRP Specific Results page, click **Back**.
5. To return to the TRP Activity Date Selection page, click **Search Activity**.
6. To search for specific TRPs, click **Search Specific**.
7. To return to the Main Menu page, click **Main Menu**.

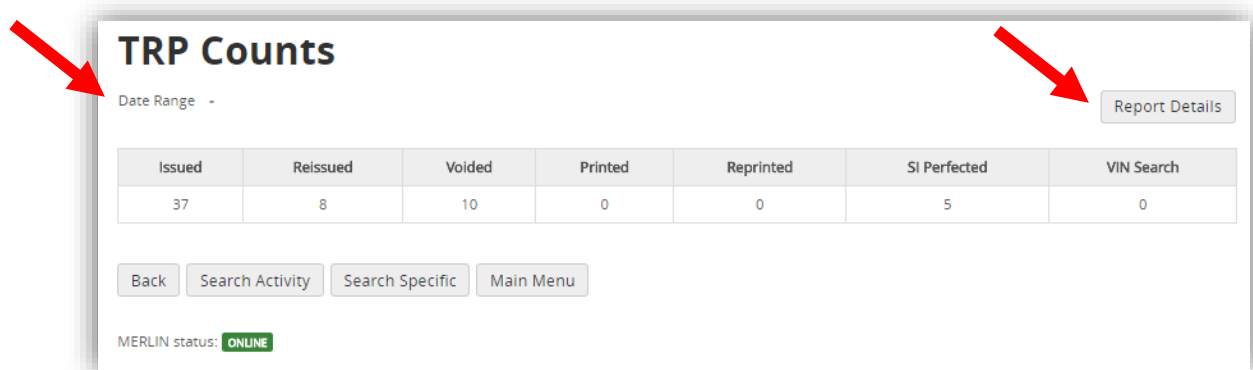
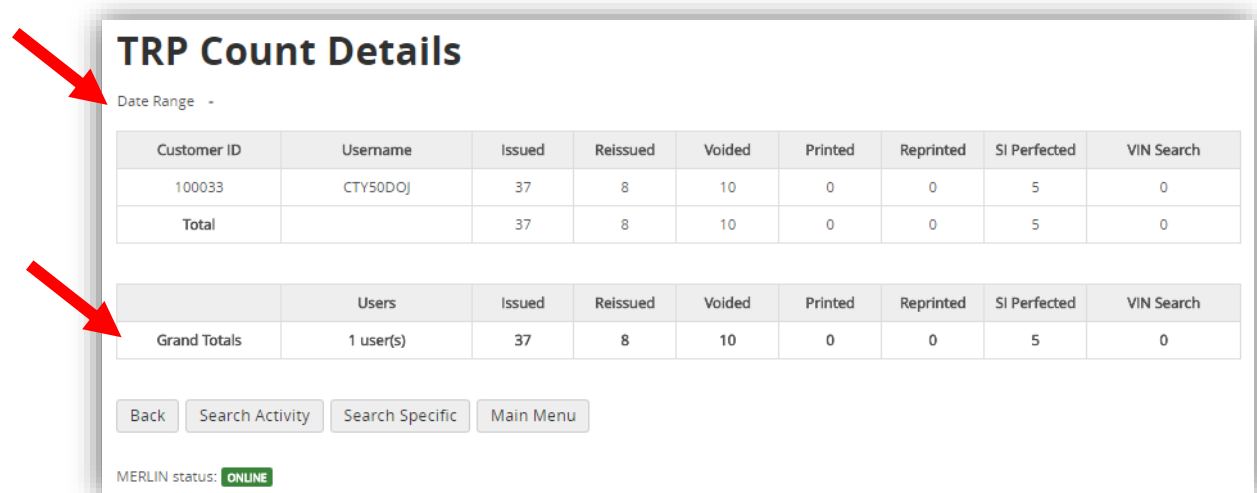


Fig. 129

### TRP Count Details

1. The TRP Count Details page displays the following summary results within your chosen parameters (*Fig. 130*):
  - Number of TRPs issued.
  - Number of TRPs reissued.
  - Number of TRPs voided.
  - Number of TRPs printed.
  - Number of TRPs reprinted.
  - Number of SI's perfected.
  - Number of vehicle searches performed.
  - Grand totals for each column.
2. The page displays a date range if you selected a range on the TRP Specific Selection page.
3. To return to the TRP Specific Results page, click **Back**.
4. To return to the TRP Activity Date Selection page, click **Search Activity**.
5. To search for specific TRPs, click **Search Specific**.
6. To return to the Main Menu page, click **Main Menu**.



Date Range -								
Customer ID	Username	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
100033	CTYS0DOJ	37	8	10	0	0	5	0
Total		37	8	10	0	0	5	0
	Users	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
Grand Totals	1 user(s)	37	8	10	0	0	5	0
Back Search Activity Search Specific Main Menu								
MERLIN status: <span>ONLINE</span>								

Fig. 130

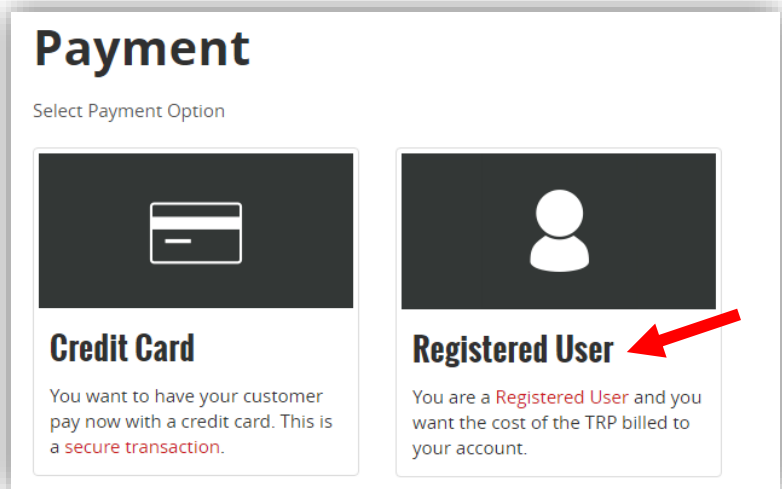
## HOW TO PAY FOR A TRP

You can pay for a temporary registration permit with a MasterCard or VISA credit or debit card or have the charges billed to your registered user account. Registered user charges are included with the monthly invoice that your organization receives. **NOTE:** If you issue an in-state Vehicle Sale or Private Sale TRP without a SI Perfection and/or dealer logo, the payment page does not display as there is no fee charged through the online TRP service when an authorized agent or MVD employee issues this type of TRP. The purchaser pays the fee as part of the title and registration process at a county office. For a detailed list of the TRP fees, please refer to [Page 118](#).

### Registered User Account


- To have the TRP cost billed to your registered user account, select **Registered User** on the Payment page (*Fig. 131*).
  - Your organization will receive monthly bills that it can choose to pay by credit or debit card or electronic check.
  - The page displays any fees due.
- Click **Charge Registered User Account** (*Fig. 132*).
  - The next page (the Print TRP page) displays the status of the transaction.
  - The information associated with the TRP is sent to the MVD system and is accessible to the MVD, authorized agents and law enforcement.
- The Print TRP page displays. For information about how to print the TRP, please refer to [Page 98](#).

**NOTE:** DO NOT click the “back” button on your browser once you click **Charge Registered User Account** as this may cause an error and prevent you from finalizing your purchase.




### Payment

Select Payment Option



**Credit Card**

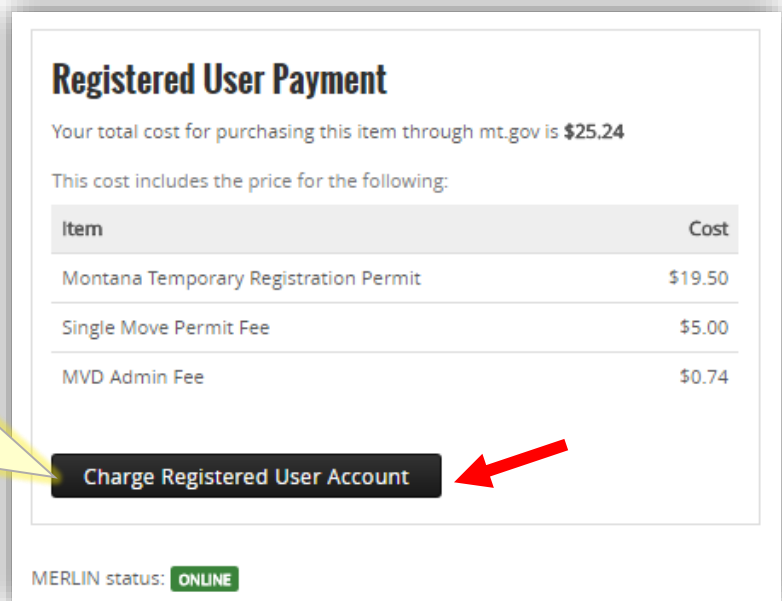
You want to have your customer pay now with a credit card. This is a **secure transaction**.



**Registered User**

You are a **Registered User** and you want the cost of the TRP billed to your account.

Fig. 131



### Registered User Payment

Your total cost for purchasing this item through mt.gov is **\$25.24**

This cost includes the price for the following:

Item	Cost
Montana Temporary Registration Permit	\$19.50
Single Move Permit Fee	\$5.00
MVD Admin Fee	\$0.74

**Charge Registered User Account**

MERLIN status: **ONLINE**

Fig. 132

## Credit or Debit Card

1. To pay for the TRP with a credit or debit card, select **Credit Card** on the Payment page (Fig. 133).
  - The page displays any fees due.
  - To learn more about the transaction's security, select **Secure Transaction**.
  - The service accepts MasterCard and Visa.
2. Click **Pay with Credit Card** (Fig. 134).

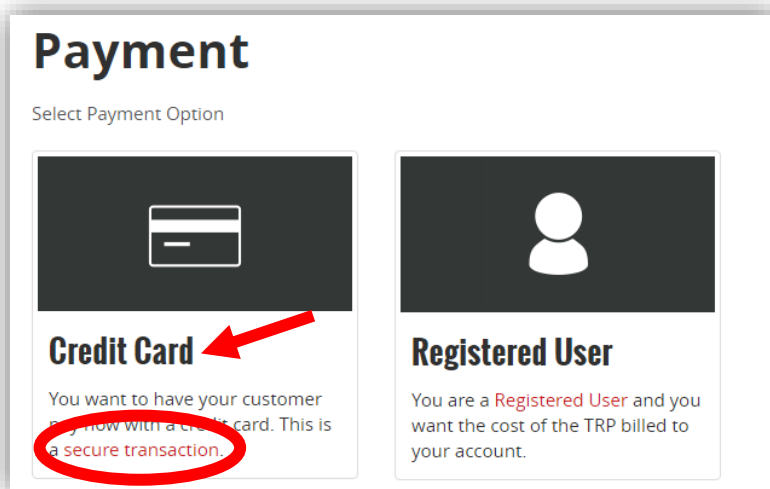


Fig. 133

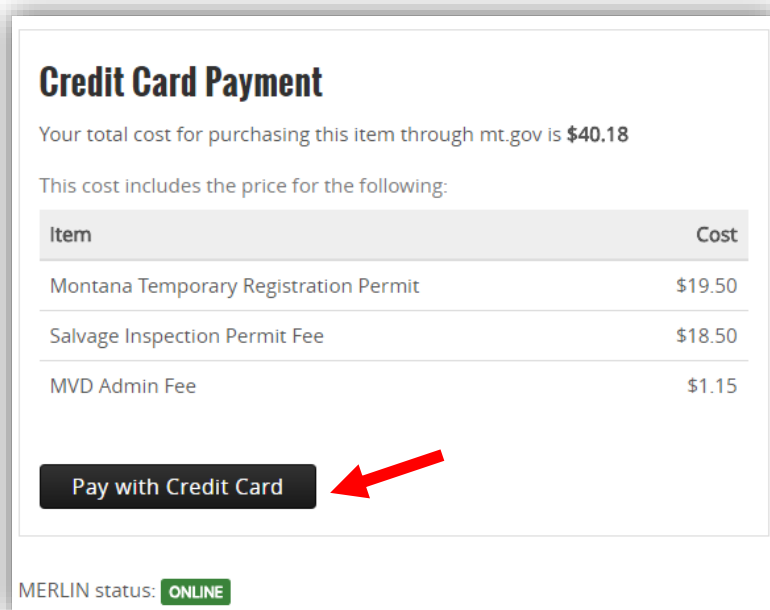
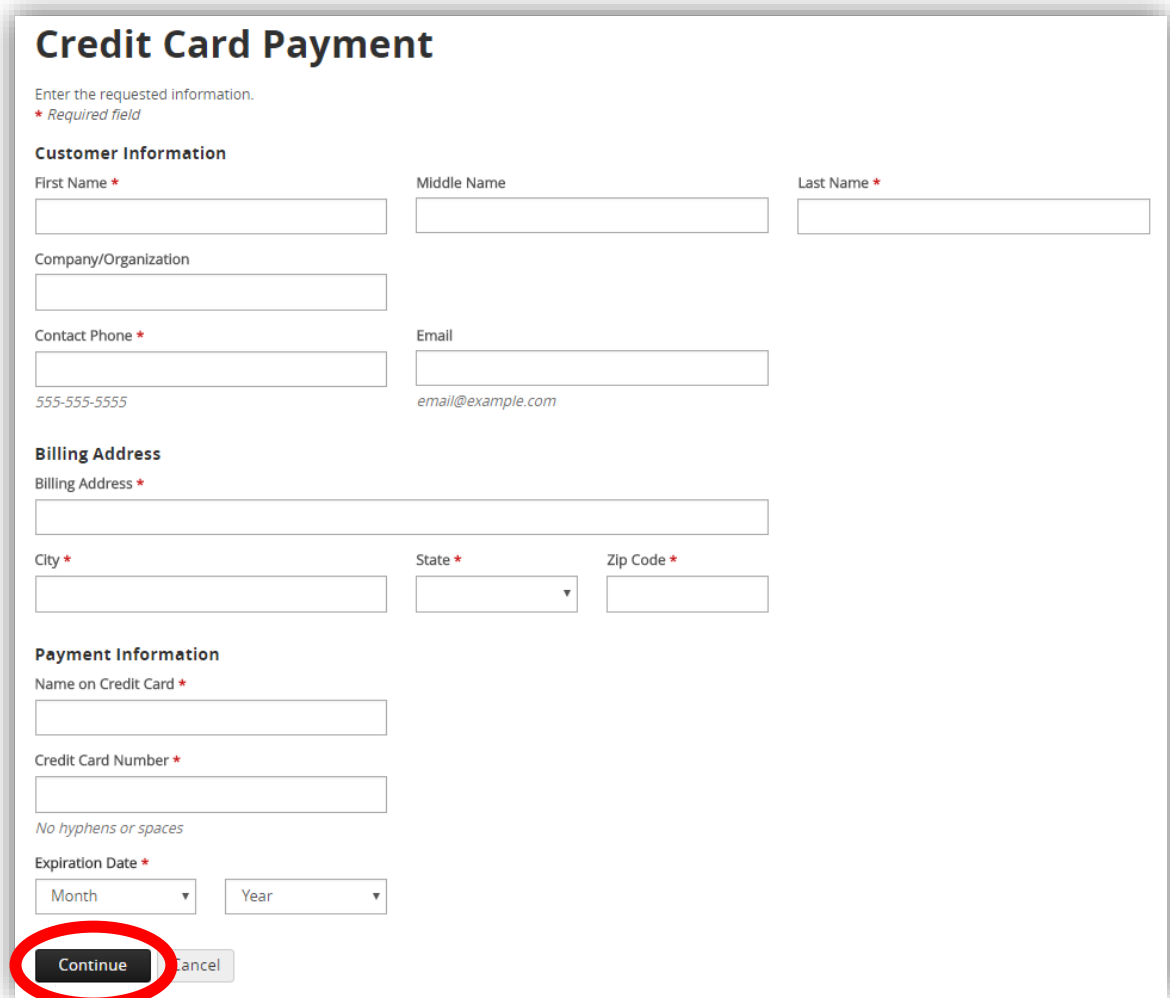


Fig. 134

## Enter card information

1. Enter the card information (*Fig. 135*).
  - Required fields are marked with an asterisk.
  - The service accepts MasterCard and Visa.
2. Click **Continue**.
3. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 98](#).



**Credit Card Payment**

Enter the requested information.  
\* Required field

**Customer Information**

First Name \* Middle Name Last Name \*

Company/Organization

Contact Phone \* Email

555-555-5555 email@example.com

**Billing Address**

Billing Address \*

City \* State \* Zip Code \*

**Payment Information**

Name on Credit Card \*

Credit Card Number \*

No hyphens or spaces

Expiration Date \*

Month Year

**Continue** Cancel

Fig. 135

**NOTE:** DO NOT click the “back” button on your browser once you click **Continue** as this may cause an error and prevent you from finalizing your purchase.

## HOW TO PRINT A TRP

Once you pay for the temporary registration permit, you must print the TRP.

- If you pay for a permit or any associated fees with a credit or debit card, you can print a receipt at the same time as you print the TRP.
  - No receipts are generated for transactions purchased solely with a registered user account. Registered user charges are included with the monthly invoice that your organization receives.
  - If you created a security interest when you created the TRP, the security interest perfection letter will print at the same time as you print the TRP.
1. To print the TRP (and the security interest perfection letter and receipt, if applicable) click **Print Temporary Registration Permit** (Fig. 136).
    - The service generates an Adobe PDF file that you can save and/or print. For more information about Adobe PDF files, please refer to [Page 7](#).
  2. To enter the information to create another permit, click **Create Another Temporary Permit**.
  3. To return to the Main Menu page, click **Main Menu**.
  4. Place the printed permit (Fig. 137) inside the plastic sleeve and attach it where the vehicle's rear license plate would normally be displayed.
  5. If you need to print TRP *after* the day it was issued, you must void TRP and reissue it. For more information on voiding and reissuing a TRP, please refer to [Page 55](#).

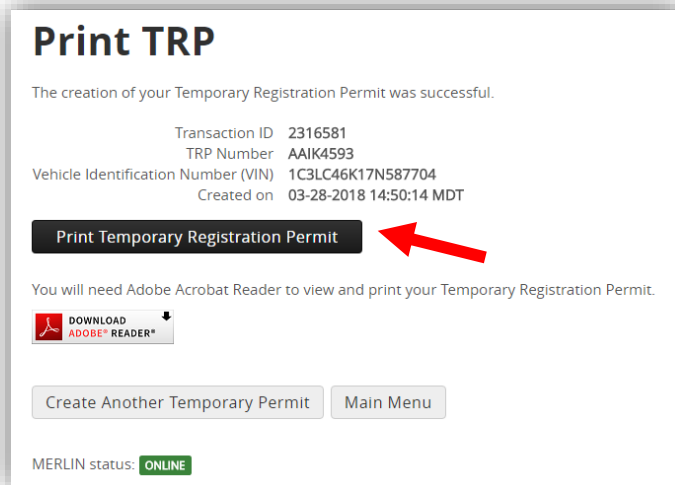


Fig. 136



Fig. 137

## HOW TO MANAGE YOUR REGISTERED USER ACCOUNT

In the Registered User Account section, you can manage registered user account and view billing reports useful for balancing records. Each online TRP service user has a unique username and password that is used to access both the TRP service and the Customer Database (CDB). To learn more about becoming a registered user, visit Registered Services at <https://app.mt.gov/registered> or refer to [Page 9](#).

### View your Registered User Account

1. On the Main Menu page, select **View** under the Registered User Account section (*Fig. 138*).
2. The CDB opens in a new browser tab. Enter your username and password and click **Login** (*Fig. 139*).

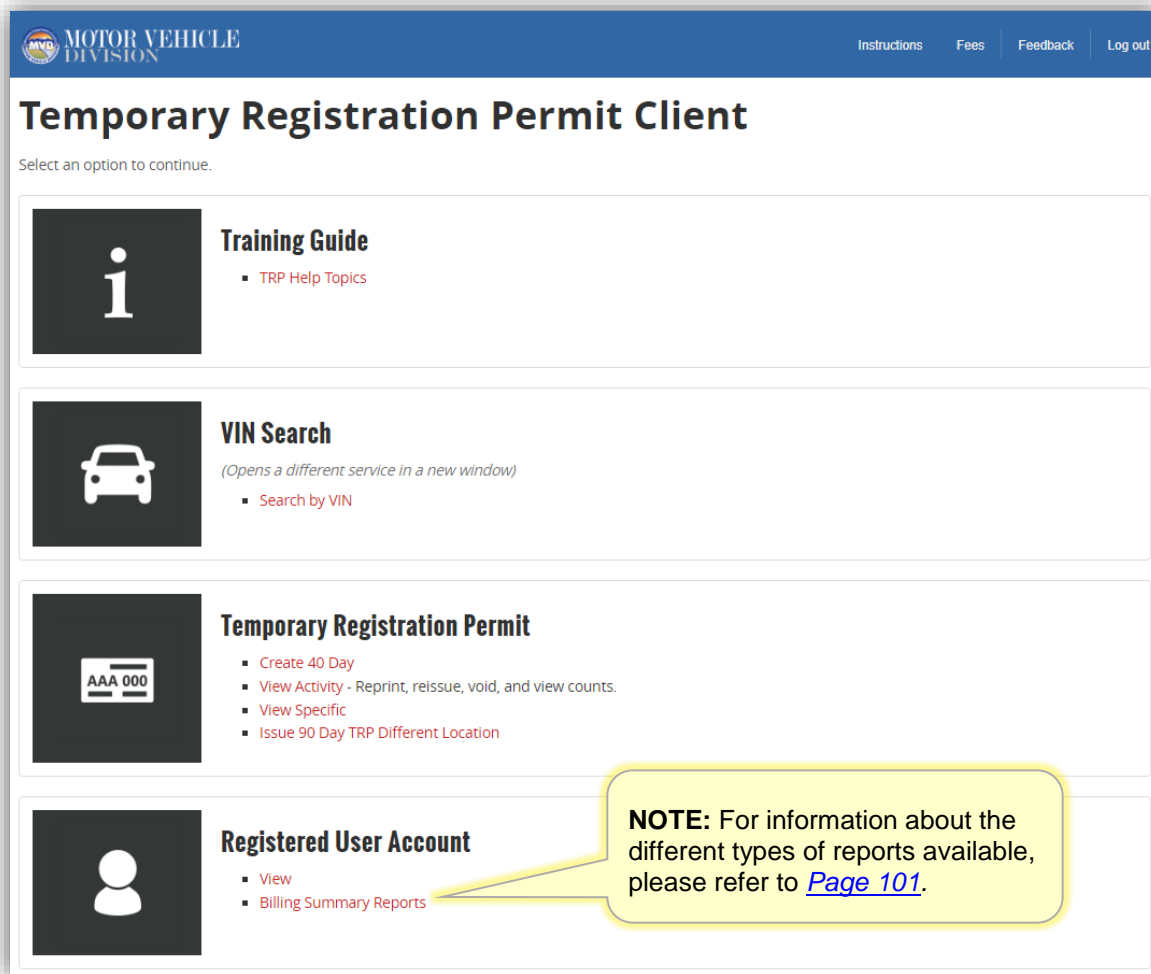


Fig. 138

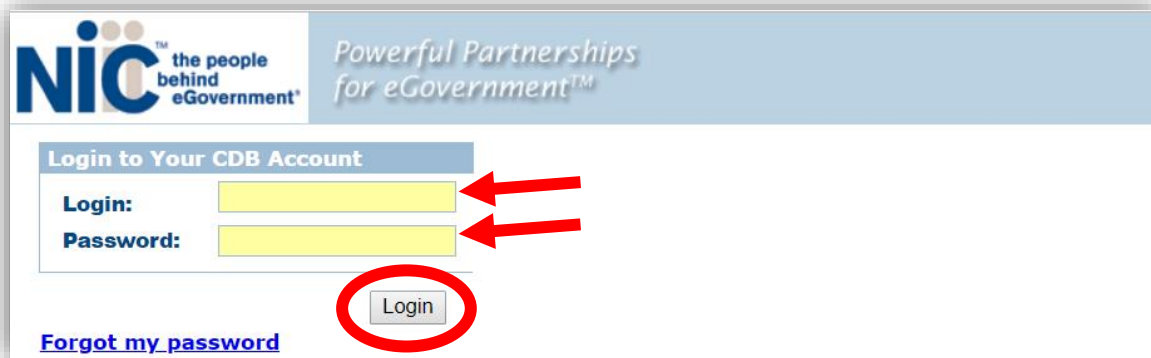


Fig. 139

3. The first time you log in, you will see your User Profile (*Fig. 140*).
  - You can change your password, but it's not required at this point. If you change your password, use this new password to log into *both* the online TRP service and the Customer Database (CDB).
  - You must establish Online Security Questions.
4. Once you have selected questions and entered answers, click **Submit**.
  - The CDB Dashboard displays (*Fig. 141*).
5. In the future, if you need to change your registered user account password, select your username located next to My Profile near the upper right-hand corner of the Dashboard page (*Fig. 141*).
  - On the User Profile page, enter your current password.
  - Then enter your new password and enter it again to confirm the change (*Fig. 140*).
  - Click **Submit**.
  - To leave the CDB, click **Logout** and close this browser tab (*Fig. 141*). **NOTE:** Use this new password to log in to *both* the online TRP service and CDB.

**NOTE:** If you change your password, use this new password to log into both the online TRP service and the Customer Database (CDB).

**Update User Info**  
You may edit your user profile information here.

Items marked \* are required. Please fill out the fields before clicking on Submit.  
Changing your password is optional.

**Login: \*** 01d001test4

**New Password:** (Password should be 5 to 12 characters. Current strength requires at least one letter be upper case, one lower case, a numeric value and a special character (!@#%\*()).)

**Confirm Password:**

**First Name: \*** Test

**Last Name: \*** Tester4

**E-mail: \*** testing@mt.gov

**Online Security Questions**  
\* Required: Please complete the three security questions with responses.

-- Please select question --

-- Please select question --

-- Please select question --

Cancel Submit

Fig. 140

**Home Reports**

My Profile: county01

Help Logout

**DASHBOARD**

Fig. 141



## HOW TO VIEW FINANCIAL REPORTS

You can generate two different reports for balancing financial records: one through the CDB and one through the online TRP service.

### Billing Summary Report

The Billing Summary report in CDB provides a detailed list of charges for a customer or location for a billing cycle.

1. To access the report, log in to your Registered User Account. For instructions, please refer to [Page 99](#).
2. On the CDB Dashboard, select **Reports** to view your billing summary (*Fig. 142*).
3. On the Reports page, select **Billing Summary** (*Fig. 143*).

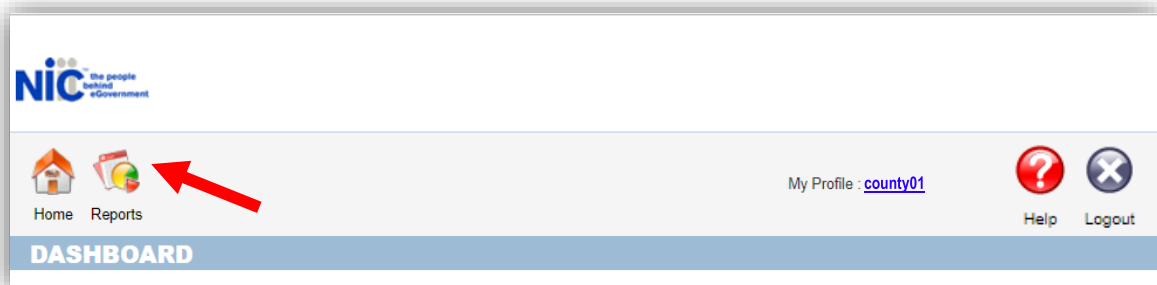


Fig. 142

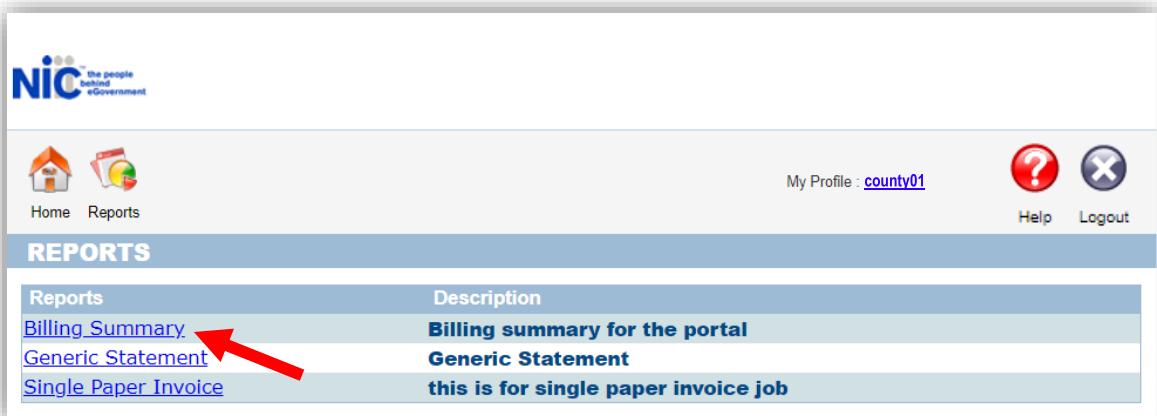


Fig. 143

## Select Report Parameters

1. On the Billing Summary page, select a **Billing Period** from the drop-down menu (*Fig. 144*).
2. Although the **Login** text box is optional, you can filter your report to display only one user's transactions by entering a login.
3. If applicable, select **Show Only Totals** for your report.
4. To display results by grouping the same logins together in order, select **Order By Logins**.
5. The **Level** drop-down menu allows you to choose whether to display the TRP Transaction ID in the Transaction Memo field of the report.
6. Select the **Output Format** for your report.
  - Select PDF Document to generate the report as a PDF.
  - Select Html Page to display the report in the same browser window.
  - Select CSV File to download a file that will open in Excel (*Fig. 145*).
7. Click **Generate**.

## View Report Results

You can save and/or print the report.

Fig. 145

	A	B	C	D	E	F	G
1	Billing Summary Report produced for Montana County Treasurer on 04/02/2018 03:15:16 PM						
2	Montana County Treasurer						
3	1000 Lake Dr.						
4	Missoula, MT 59802						
5							
6	Current Balance:						
7		\$3,069.10					
8	As Of 032018						
9		\$0.00					
10	Date	Transaction	Login	Client Memo	Transaction	Quantity	Cost
11	3/1/2018 8:26	DOJ Private Sale TRP	county01		[ZG85376][1C6RD7NT8CS127893][null][DOJTRP2018030108263970677]	1	\$0.00
12	3/1/2018 8:38	DOJ Private Sale TRP	county01		[ZG85379][2T3RFREV3HW598221][null][DOJTRP2018030108383595368]	1	\$0.00
13	3/1/2018 9:41	DOJ Temporary Registration Service	county03		[ZG85412][1D7HES2N055293927][null][DOJTRP2018030109413019560]	1	\$20.09
14	3/1/2018 10:21	DOJ Private Sale TRP	county01		[ZG85448][ZFF68NHA2E0201209][null][DOJTRP201803010210619011]	1	\$0.00
15							
16	3/1/2018 12:01	DOJ Private Sale TRP	county01		[ZG85531][1FALP68G0WK125564][null][DOJTRP2018030112005488135]	1	\$0.00
17	3/1/2018 12:02	DOJ Private Sale TRP	county03		[ZG85532][1F66F5D4G0A03101][null][DOJTRP2018030112022784606]	1	\$0.00
18	3/1/2018 12:56	DOJ Private Sale TRP	county01		[ZG85579][1FT8W3BT0HEF15][null][DOJTRP2018030112562648435]	1	\$0.00
19	3/1/2018 14:06	DOJ Private Sale TRP	county04		[ZG85649][1GNSKJE7XCR136058][AA3046118][DOJTRP2018030114060816607]	1	\$0.00
20	3/1/2018 14:27	DOJ Temporary Registration Service	county01		[ZG85679][1J4FF58S41L521857][null][DOJTRP2018030114272849674]	1	\$20.09
21	3/1/2018 14:36	DOJ Private Sale TRP	county02		[ZG85687][JHMBAS438GC034668][AA3287676][DOJTRP2018030114355923021]	1	\$0.00
22	3/1/2018 14:38	DOJ Temporary Registration Service	county01		[ZG85688][1G1PD55HOC7409283][AA2814710]	1	\$20.09
23					[DOJTRP2018030114380963116]		
24	3/1/2018 15:27	DOJ Private Sale TRP	county01		[ZG85745][4S48P61C757385311][G530909][DOJTRP2018030115273151622]	1	\$0.00
25	3/1/2018 15:32	DOJ Private Sale TRP	county03		[ZG85755][KMSJN72D25U166952][AA3867694][DOJTRP2018030115324770761]	1	\$0.00
26	3/1/2018 15:44	DOJ Temporary Registration Service	county01		[ZG85764][2T3DFREV4FW335615][null][DOJTRP2018030115440490645]	1	\$20.09

Fig. 144

## Balancing Report

The Balancing Report provides a list of charges for a customer or location based on your chosen parameters.

1. To access the report, select **Billing Summary Reports** under the Registered User Account section on the Main Menu page of the TRP service (Fig. 146).
2. On the Reports page, select **Balancing Reports** (Fig. 147).
3. To return to the Main Menu page, select **Main Menu**.

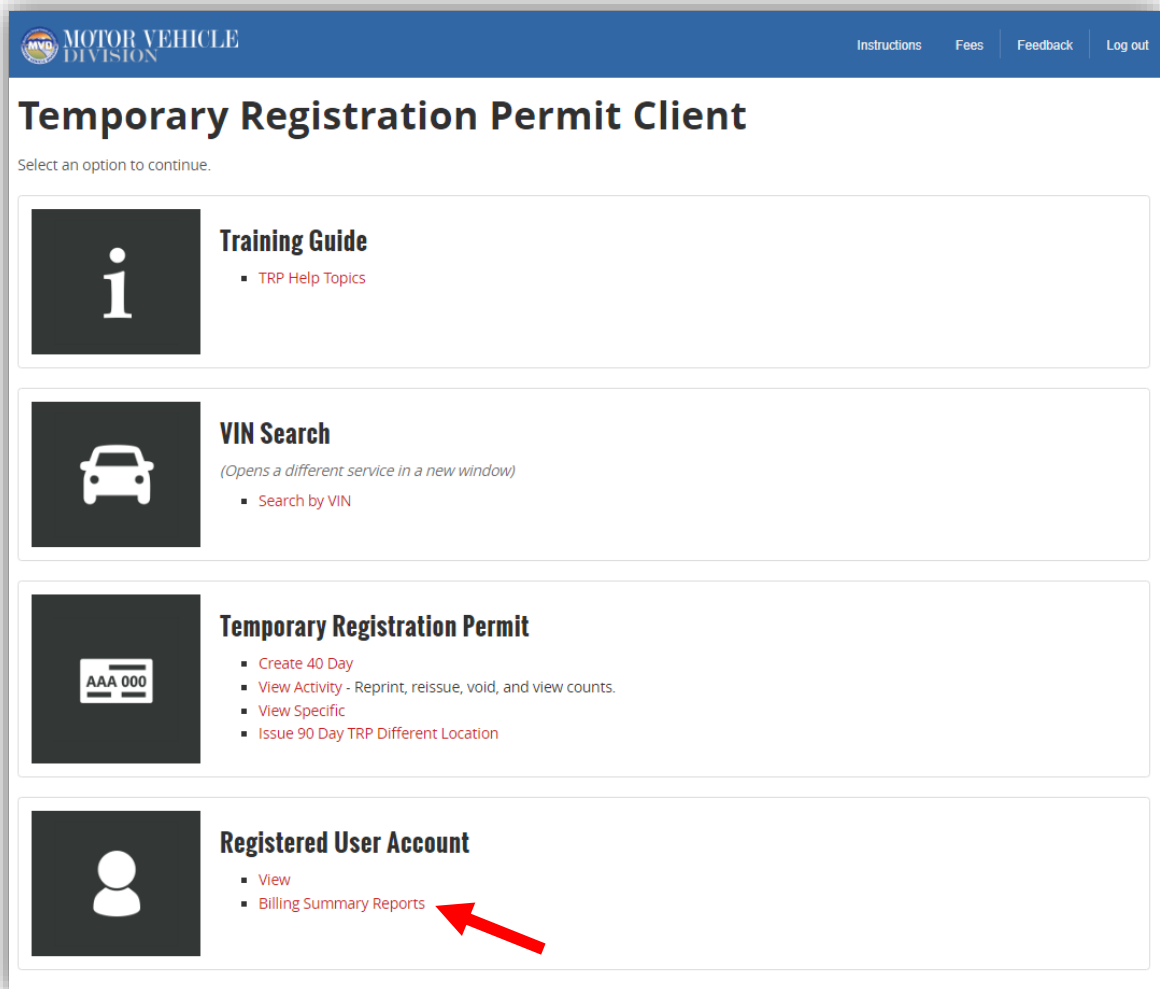


Fig. 146

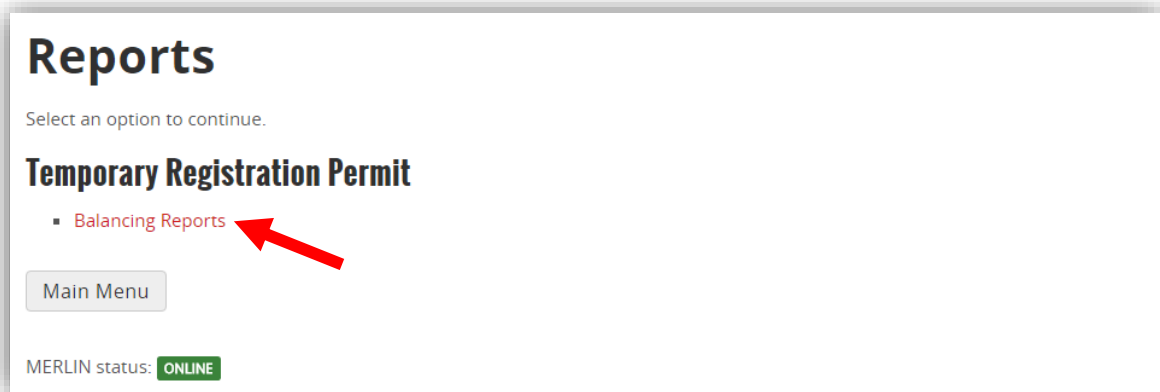



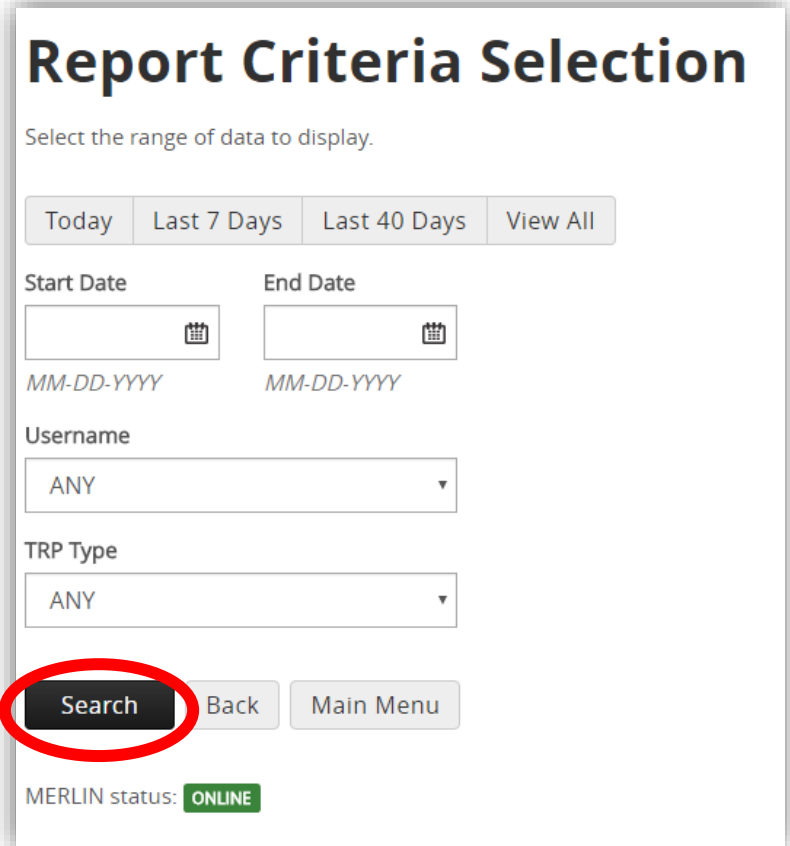
Fig. 147

## Select Report Criteria

Select one or a combination of a date range, username and/or TRP type as your report parameters on the Report Criteria Selection page (Fig. 148).

1. Select one of the following:
  - **Today**
  - **Last 7 Days**
  - **Last 40 Days**
  - **View All**

**OR**
2. Enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
3. Select a username in the **Username** drop-down menu. Your choices are any user logins associated with your location or organization.
4. Select a TRP Type in the **TRP Type** drop-down menu.
5. To proceed, click **Search**.
6. To return to the Reports page, click **Back**.
7. To return to the Main Menu page, click **Main Menu**.



### Report Criteria Selection

Select the range of data to display.

Today Last 7 Days Last 40 Days View All

Start Date End Date

MM-DD-YYYY MM-DD-YYYY

Username

ANY

TRP Type

ANY

**Search** Back Main Menu

MERLIN status: **ONLINE**

Fig. 148

## View Report Results

- The Balancing Report displays the following summary results (*Fig. 149*) within your chosen parameters:
  - Types of TRPs created.
  - Total number of TRPs issued and reissued.
  - Number of in-state and out-of-state TRPs issued and reissued.
  - Number of security interests perfected.
  - Fees applied to your registered user account (indicated in the debit columns).
  - Fees paid by credit or debit card for in-state and out-of-state TRPs
  - Fees paid by credit or debit card for in-state and out-of-state SI's perfected.
  - Total TRPs issued.
  - Total fees paid by credit or debit card.
  - Total amount applied to your registered user account (listed as Debit Total).
  - Number of VIN Searches.
  - Total amount collected.
- To view specific transaction information, click **Report Details**.
- To return to the Report Parameters Selection page, click **Back**.
- To return to the Main Menu page, click **Main Menu**.

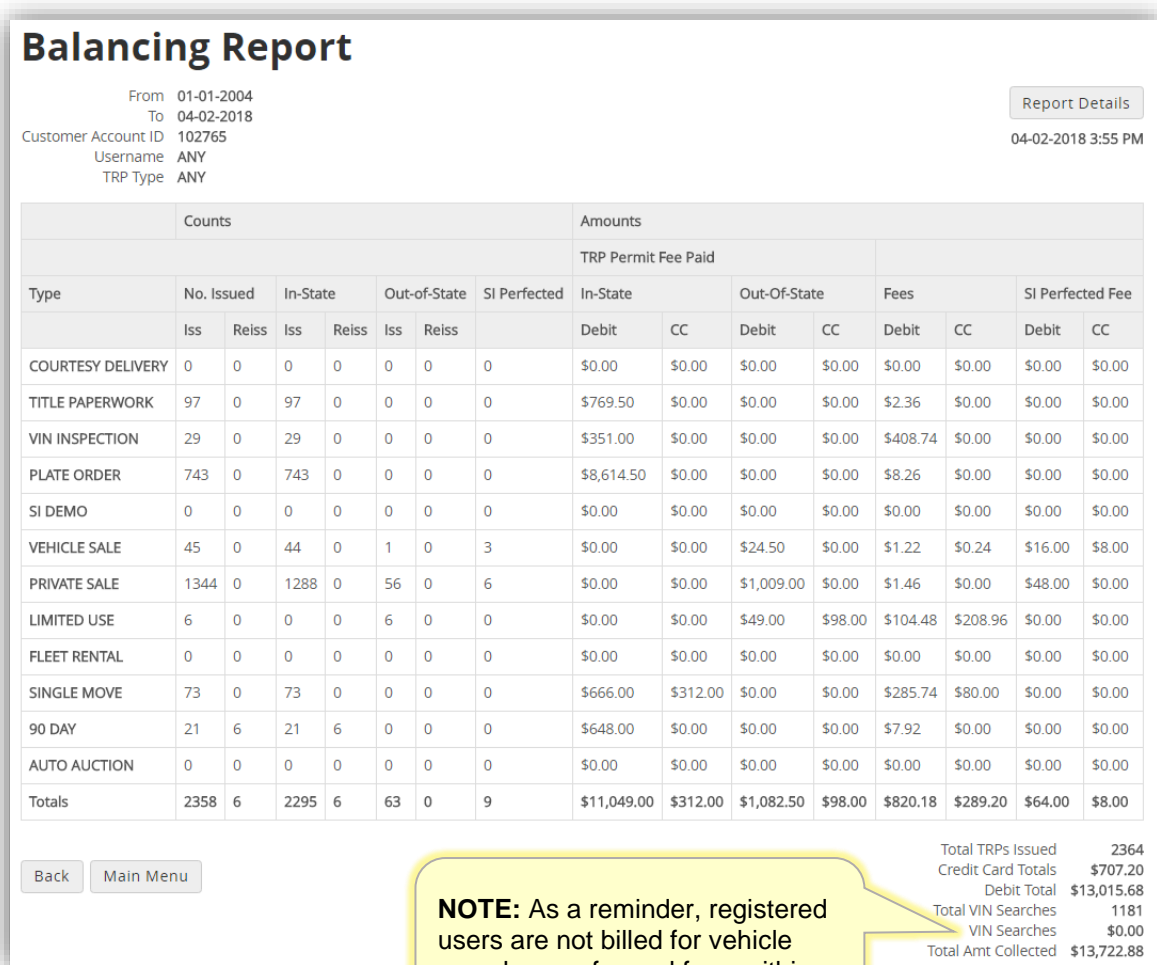


Fig. 149

## View Report Details

The Balancing Report Details page displays information (Fig. 150) about TRP transactions within your chosen parameters.

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu.
2. If there are more records than can fit on one page, the service indicates the number you are viewing of the total entries.
3. To sort the information, click on the column headings with arrows.
4. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 151).
5. To return to the Balancing Report page, click **Back**.
6. To return to the Main Menu page, click **Main Menu**.



Fig. 151

### Balancing Report Details

From 01-01-2004 To 04-02-2018  
 Customer Account ID 102765  
 Username ANY  
 TRP Type ANY

Start Date: 01-01-2004 End Date: 04-02-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 3828 total records. Search:

Transaction Date	Customer Account ID	Username	TRP Number / TRP Type	Description	TRP Type	TRP Amount	Payment Method	MI Transaction Number
2018-04-02 03:17 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4747 Issue	Limited Use Fee	LIMITED USE	\$50.00	Debit	DOJTRP2018040215172677573
2018-04-02 03:17 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4747 Issue	Montana Temporary Registration Permit (out of state)	LIMITED USE	\$24.50	Debit	DOJTRP2018040215172677573
2018-04-02 03:17 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4747 Issue	MVD Admin Fee	LIMITED USE	\$2.24	Debit	DOJTRP2018040215172677573
2018-04-02 03:16 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4746 Issue	MVD Admin Fee	VEHICLE SALE	\$0.74	Debit	DOJTRP2018040215160681622
2018-04-02 03:16 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4746 Issue	Montana Temporary Registration Permit (out of state)	VEHICLE SALE	\$24.50	Debit	DOJTRP2018040215160681622
2018-03-20 04:36 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4404 Issue	MVD Admin Fee	VIN INSPECTION	\$0.59	Debit	DOJTRP2018032016361224508
2018-03-20 04:36 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4404 Issue	Montana Temporary Registration Permit	VIN INSPECTION	\$19.50	Debit	DOJTRP2018032016361224508
2018-03-20 02:10 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4392 Issue	MVD Admin Fee	VEHICLE SALE	\$0.00	Debit	DOJTRP2018032014103242009
2018-03-20 02:10 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4392 Issue	Montana Temporary Registration Permit	VEHICLE SALE	\$0.00	Debit	DOJTRP2018032014103242009
2018-03-20 02:10 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4392 Issue	Montana Temporary Registration Permit	VEHICLE SALE	\$0.00		DOJTRP2018032014103242009

« 1 2 3 4 5 »

Back Main Menu

Fig. 150

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## HOW TO REQUEST A REFUND

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### Voided TRPs

#### Cancellation of Sale

##### *On the Day of Issuance*

If you void a **Vehicle Sale**, **Private Sale**, or **Courtesy Delivery** TRP using the Cancellation of Sale reason on the same day it was issued, you must call the MVD at 406-444-3661. A TRP fee will not be charged; a refund will appear on your registered user or credit or debit card account.

##### *Before Expiration*

If you void a **Vehicle Sale**, **Private Sale**, or **Courtesy Delivery** TRP within the permit's 40-day timeframe, the TRP fee must be sent to the MVD. The MVD performs monthly audits and notifies counties about outstanding TRP fees.

##### *After Expiration*

If you void a **Vehicle Sale**, **Private Sale**, or **Courtesy Delivery** TRP using the Cancellation of Sale reason *after* the permit has expired, you must call the MVD at 406-444-3661. The TRP fee will be collected. The vehicle must be titled and registered at a county office in the seller's name and all applicable fees collected. The late title fee is required. The TRP is pulled into the title and registration transaction and marked as complete and a new TRP can be issued the next day.

#### Wrong Vehicle

##### *On the Day of Issuance*

If you void a **Vehicle Sale**, **Private Sale**, or **Courtesy Delivery** TRP using the Wrong Vehicle reason on the same day it was issued, you must call the MVD at 406-444-3661. A TRP fee will not be charged; a refund will appear on your registered user or credit or debit card account.

##### *Before Expiration*

If you void a TRP within the permit's 40-day timeframe, the TRP fee must be sent to the MVD. The MVD performs monthly audits and notifies counties about outstanding TRP fees.

### Other TRP Transactions

For all other TRP refund requests, you must complete [Form 40-2300](#) and mail or fax it to the MVD, using the contact information on the form. The MVD will approve or deny the refund. If approved, the refund is credited to the registered user's account or credit or debit card account. If the transaction is more than 60 days old, the MVD issues a refund check.

Please email refund questions to [dojdealerinfo@mt.gov](mailto:dojdealerinfo@mt.gov).

## TROUBLESHOOTING

### Error Messages

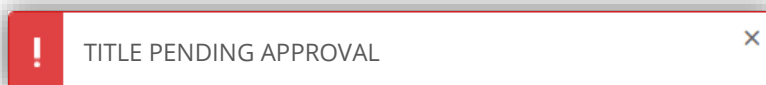
When processing a TRP, you may encounter an error message. **NOTE:** An error message STOPS you from creating a TRP until the issue is resolved.

Error messages display near the top of the transaction window. They appear in lowercase or uppercase text in a red box with an exclamation point.

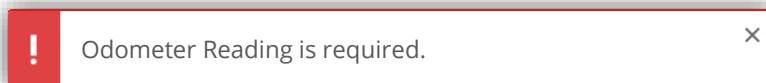
### Uppercase Messages

An error message displayed in uppercase text indicates that there is a current action on the vehicle related to the transaction.

- You may need to contact the Vehicle Services Bureau for assistance.
- For example, this message (*Fig. 152*) is designed to alert you that the vehicle is being transferred to a new owner. A TRP cannot be issued until the ownership transfer is complete and vehicle ownership is in the name of the new owner.



*Fig. 152*



*Fig. 153*

### Lowercase Messages

An error messages displayed in lowercase text indicates incorrect or missing information on the page.

- You cannot proceed with the transaction until you correct the problem.
- For example, this error message (*Fig. 153*) indicates that you did not enter the required odometer reading.
- The online TRP service further highlights the missed text box by displaying the requirement in red text below the text box (*Fig. 154*).

 The screenshot shows a web form titled "Vehicle & Purchaser". At the top right, there is a red-bordered error box with a white exclamation mark and the text "Odometer Reading is required." with a close "X" button. The form itself has a breadcrumb trail: "Main Menu / Vehicle & Purchaser Search / Vehicle & Purchaser". Below the title, it says "Enter the requested information." and "★ Required field". The "Vehicle" section includes fields for "Vehicle Type" (Passenger), "Vehicle Identification Number (VIN)" (99999999999999999999), "Year" (2018), "Make" (Cadillac), "Model" (C20), "Style" (Convertible), "Primary Color" (Camouflage), "Secondary Color", "Odometer Reading" (empty), "Odometer Indicator" (Actual), "Odometer Unit" (Miles), "Fuel Type" (Gas), "Sale Date" (02-21-2018), "State Where Vehicle Will Be Titled" (MONTANA), and "Purchaser County of Residence" (LAKE COUNTY). A red arrow points to the "Odometer Reading" field. Below this field, the text "Odometer Reading is required." is displayed in red. At the bottom, there is a note: "Only if vehicle will be titled in Montana".

*Fig. 154*



## Warning Messages

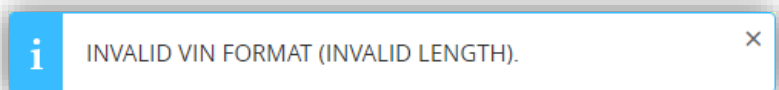
When processing a TRP, you may encounter a warning message. If you see one, you should verify the vehicle and purchaser information that you entered and/or enter any missing information. Warning messages also can indicate the status of the vehicle related to the TRP transaction. **NOTE:** A warning message WILL NOT STOP you from creating a TRP.

Warning messages display near the top of the transaction window. They appear in lowercase or uppercase text in a blue box with a letter “i.”

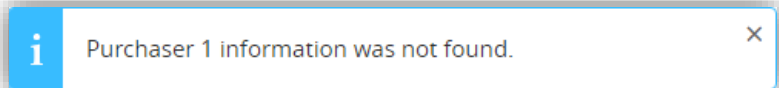
## Verify and Correct Vehicle and Customer Information

Although warning messages are always important, seeing one specifically related to the vehicle or the customer information requires extra vigilance.

- For example, if you see a warning message for a vehicle that has a Montana title (*Fig. 155*) or after you find a vehicle record when you conduct a VIN search through the online TRP service, you should click **Cancel** to return to the Vehicle & Purchaser Search page and verify the information you entered. Correct any data entry errors. **NOTE:** VINs for vehicles older than 1982 have fewer than 17 digits, but this does not STOP you from proceeding. The warning message is alerting you to verify and/or correct any data entry errors when you return to the Vehicle & Purchaser Search page.
- If you enter a purchaser’s legal name and Montana driver’s license or Montana ID card number, the online TRP service ALWAYS displays the purchaser’s information. If you see a warning message (*Fig. 156*) when the service displays a customer record, click **Cancel** to return to the Vehicle & Purchaser Search page and verify the information you entered. If you review the information you entered and there are no data entry errors, enter the purchaser’s address to continue creating the TRP.



*Fig. 155*

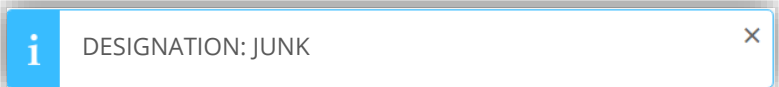


*Fig. 156*

## Uppercase Messages

If you see a warning message in uppercase text (*Fig. 157*), you may need to conduct further research about the vehicle or the purchaser or contact the Vehicle Services Bureau for assistance.

- For example, if you see a DESIGNATION: JUNK warning message and you were not aware that the vehicle had been junked, you must choose whether to proceed with the transaction.



*Fig. 157*

## Offline Mode

In rare instances, the MVD system (MERLIN) may not be able to directly communicate with the TRP service. **NOTE:** If that happens, you can still issue TRPs using the service in offline mode.

Throughout the TRP service, each page displays a message in the lower left-hand corner about whether the MVD system is in online or offline mode (Figs. 158-159).

- In offline mode, text boxes that are normally prefilled in the TRP service remain empty because the TRP service is unable to exchange vehicle or customer information with the MVD.
- In offline mode, you cannot verify if the status of the vehicle is acceptable for TRP issuance, including whether the vehicle has been surrendered or junked.

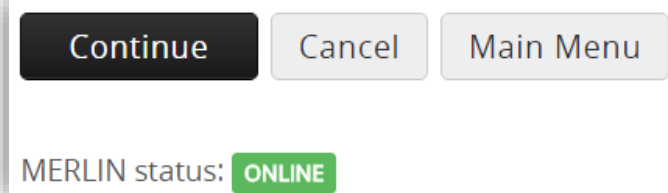


Fig. 158

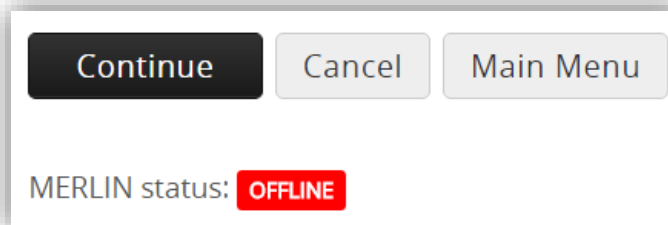


Fig. 159

When the connection is restored, the TRP service sends the information to the MVD system.

- During that process the MVD system may return an error that must be resolved by an MVD clerk so that the information can be recorded with MVD.
- These errors are managed from the error messages menu item on the TRP Administrative Site.
- You can find the transaction through the View Activity or View Specific sections on the Main Menu page. Click the yellow Message button to view the error (Fig. 160).
- You cannot bypass the error and issue the TRP. The error may require assistance from Montana Interactive (MI), the Vehicle Services Bureau, or someone who has access to the TRP administrative user interface.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print TRP	Action
05-11-2017 8:03 AM	AAHV4309 / COURTESY DELIVERY	DEALER01	2C8GF68465R253360	N	WEBSTER ISADORA	Complete (Issue)			
05-11-2017 8:03 AM	AAHV4310 / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Issue) - Error			Message
Reason for Failure:	Reason for Failure: AN ERROR OCCURRED PROCESSING THE TRP								
05-11-2017 8:03 AM	AAHV4311 / COURTESY DELIVERY	DEALER01	3LNHL2JC6BR762407	N	CATHRYN JAYME	Complete (Issue)			
05-11-2017 8:04 AM	AAHV4310 / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Reprint) - Error			Message
Reason for Failure:	Reason for Failure: PERMIT NUMBER NOT FOUND.								

Fig. 160

## GLOSSARY

**Browser** – Browsers are desktop, laptop, or mobile device software programs used for searching and viewing various kinds of internet resources such as information on the MVD web site.

**CDB** – CDB is NIC's subscription customer database. All NIC portals, such as MI, use CDB to manage subscribers who purchase data and pay via monthly invoice. CDB tracks transactions, fees, and receivables and manages reporting. It is used to set up customer accounts and accept payments for the TRP service.

**DOJ** – The State of Montana Department of Justice (DOJ) is Montana's top law enforcement and legal agency. DOJ maintains public safety, prosecutes criminals, represents the state of Montana in court, registers vehicles, licenses drivers and more. Divisions, agencies and bureaus include the Highway Patrol, State Crime Lab, Law Enforcement Academy, Sexual and Violent Offender Registry, Office of Consumer Protection, lawyers who defend Montana in court and the lawyers who file suit on the state's behalf when Montana has been wronged.

**End user (user)** – A user is someone who accesses the online TRP service.

**Icon** – A small picture that represents an object or program.

**MERLIN** – The Montana Enhanced Registration and Licensing Information Network (MERLIN) is an integrated DOJ system that ties all motor vehicle title and registration services to common customer accounts. MERLIN is also used to track financial transactions for some state services. For individuals, the customer account number is the driver license or state or tribal identification card number. For businesses, the customer account number is the federal employer or tax identification number or, in the absence of these, the number assigned to the business when it registered with the Secretary of State's office. The TRP service validates vehicle information with MERLIN before allowing users to issue a temporary registration permit.

**Montana Interactive (MI)** – Helena-based Montana Interactive LLC is the eGovernment services provider for the State of Montana and has partnered with the state since 2001. MI offers and supports hundreds of eGovernment solutions in partnership with state and numerous county and city entities that provide value to the citizens and businesses of Montana, and beyond. Most of MI's services are delivered at no cost to partners through a unique flexible-funding model. Developed by MI's parent company, NIC, the funding model allows for the development and ongoing support and maintenance of most eGovernment services and solutions at no cost to government. Since 2001, use of the flexible-funding model has saved the State of Montana more than \$15 million. For more information, visit <http://www.egovmt.com>.

**MVD** – The DOJ Motor Vehicle Division (MVD) serves and protects Montana citizens by ensuring authentication for credentials, licenses, vehicles titled and accountability of official records. The MVD is comprised of three bureaus: The Driver License Bureau, Operations and Customer Support Bureau and Vehicle Services Bureau.

**NIC** – NIC (EGOV), which is celebrating 25 years as a company in 2017, has seen the transition of digital services from green-screen computers to mobile apps and artificial intelligence. Founded in 1992, NIC is the nation's premier provider of innovative government solutions and secure payment processing, which help make government more accessible and convenient for everyone through technology. The family of NIC companies has a library of more than 12,000 digital government solutions for more than 4,500 federal, state and local agencies in the United States. Forbes has named NIC as one of the "100 Best Small Companies in America" six times and the company has been included four times on the Barron's 400 Index. Additional information is available at [www.egov.com](http://www.egov.com).

**Offline** – The MVD's MERLIN computer system is unavailable to receive information; the service also cannot verify information from MERLIN when it is offline.

**Security Interest Perfection** – When a vehicle is purchased using a loan, the dealer must create a security interest letter along with the TRP. If you have questions, please contact the MVD at PO Box 201431, Helena MT 59620-1431 or call (406) 444-3661.

**TRP** – The primary purpose of a temporary registration permit, or TRP, is to allow a buyer to operate a newly purchased vehicle from the place of sale in Montana to his/her destination. TRPs are generated electronically, with a unique number and a detachable proof of temporary vehicle registration. The paper permit is put in a plastic sleeve and attached to the license plate area of the vehicle. For example, when a citizen purchases a

vehicle, the dealer issues a TRP. This permit allows the citizen to drive the vehicle until obtaining a new registration and plates. Permits also are issued for other reasons such as when:

- A customer chooses a license plate that is not immediately available.
- A dealer licensed in another state needs to move a piece of equipment, such as agriculture or logging machinery, occasionally on or over state highways.
- A customer needs to move a piece of equipment, such as a mobile home or manufactured dwelling, from one point in the State to a destination on or over state highways.
- A customer needs to drive a vehicle to and/or from a VIN inspection.
- A customer needs to move a salvage vehicle or a vehicle requiring a state-assigned vehicle identification number to and from an inspection site prior to applying for a new title.
- A customer moves to Montana and cannot title and register the vehicle until the title held by a third party, most often a lender, is provided.
- A financial institution that has repossessed a vehicle allows a potential buyer to test drive the vehicle.
- The new owner(s) of a vehicle requests that the vehicle be shipped to another dealership for customer pickup.
- Issuing a permit before an auto auction. After the sale, the auction house adds the new owner's information.
- When a financial institution allows a potential buyer to test drive a vehicle.

**TRP service** – The online Temporary Registration Permit service, or TRP service, allows business, county and agency users (registered users of mt.gov services) to create, reissue, void and print TRPs. Users also access the service to view information about TRP transactions and track sales. Montana auto dealerships, auto auction businesses, the state auction property and supply group (Montana Surplus), financial institutions, the MVD, and county motor vehicle departments all benefit from the fast, easy-to-use service because the online system offers a more accurate way to track the permits issued in Montana and verify the accuracy of the data compared to the decades-old paper-based method. Through the administrator UI, authorized MVD employees can search and view transactions and customer information, and run reports.

**URL** – A Uniform Resource Locator (URL) is a protocol for specifying addresses on the Internet.

**VIN** – A car's vehicle identification number (VIN) is the identifying code for a specific automobile. The VIN serves as the car's fingerprint, as no two vehicles in operation have the same VIN. A VIN is composed of 17 characters (digits and capital letters) that act as a unique identifier for the vehicle.

## FAQS

### Questions and Answers

1. **How do I access the Temporary Registration Permit service?** To access the online TRP service, visit <https://app.mt.gov/trp>. You must have registered user credentials (sometimes referred to as a CDB login). Contact your supervisor to request access. For more information, please refer to [Page 9](#).
2. **What do I do if I forgot my TRP/CDB password?** You can reset your password at [https://cubs-admin-mt.cdc.nicusa.com/mt/forgot\\_password.html](https://cubs-admin-mt.cdc.nicusa.com/mt/forgot_password.html). If you need further assistance, contact the MI Help Desk at 406-449-3468, Ext. 0, or [helpdesk@egovmt.com](mailto:helpdesk@egovmt.com).
3. **What are my payment options?** You can pay for a temporary registration permit with a MasterCard or VISA credit or debit card or have the charges billed to your registered user account. Registered user charges are included with the monthly invoice that your organization receives.
4. **What does a TRP cost?** The cost of a temporary registration permit varies depending on the type of permit you create and the additional items you order. The online TRP service is provided by a third party working in partnership with the State of Montana. The total amount includes additional charges used to develop, maintain, and enhance the state's official web portal, mt.gov. For more information, please refer to the fees table on [Page 118](#).
5. **How do I know I successfully paid for my TRP?** The online TRP service only displays the permit as an Adobe PDF after you pay for the purchase or after it has been billed to your registered user account. If you pay for any fees with a credit or debit card, the service generates a receipt that you can print along with the permit. You also can review your registered user account transactions through the Customer Database. For more information, please refer to [Pages 101-102](#).
6. **How do I request a refund for a voided TRP?** If you void a **Vehicle Sale, Private Sale, or Courtesy Delivery** TRP using the Cancellation of Sale or Wrong Vehicle reason, call 406-444-3661. For more information, please refer to [Page 107](#).
7. **How do I request a refund for other TRP transactions?** Complete [Form 40-2300](#) and mail or fax it to the MVD. The MVD approves or denies the refund. If approved, the refund is credited to your credit or debit card or registered user account. If the transaction is more than 60 days old, the MVD issues a refund check. For more information, please refer to [Page 107](#).
8. **How do I find information about my dealership's online TRP transactions and activity?** Log into the online TRP service at <https://app.mt.gov/trp>. The Main Menu page is divided into four sections: Training Guide, VIN Search, Temporary Registration Permit, and Registered User Account. In the Temporary Registration Permit section, you can search for and view information about your dealership's transactions and activity by selecting View Activity. In the Registered User Account section, you can view billing and balancing reports. For more information, please refer to [Pages 45 and 101](#).
9. **I have a question, what do I do?** Be sure that you have watched the complete TRP training video at <https://tst.mt.gov/trptraining/authorized.html>. **Error! Hyperlink reference not valid.** For specific questions, visit the Help Topics page at <https://app.mt.gov/trptraining/topics/index.html>. For additional help, contact the MI Help Desk at 406-449-3468, Ext. 0, or [helpdesk@egovmt.com](mailto:helpdesk@egovmt.com).

## TRP TYPES

Although the primary purpose of the online TRP service is to allow Montana auto dealerships and authorized agents to issue a temporary registration permit to the new owner(s) of a vehicle, the service also is used to issue permits for other reasons such as when a customer orders a special license plate or one that is out of stock; a dealer licensed in another state needs to move a piece of equipment occasionally on or over state highways; or a customer needs to drive a vehicle to and/or from a VIN inspection, etc.

As an authorized agent or MVD employee, you can create and issue the following types of temporary registration permits through the online TRP service:

1. **Vehicle Sale** – Select this TRP type when issuing a permit to the new owner(s) of a vehicle. This TRP type also is available to dealership employees.
2. **Private Sale** – Select this TRP type when issuing a permit to the new owner(s) of a vehicle sold through a private sale.
3. **Plate Order** – Select this TRP type when a customer orders a special license plate or one that is out of stock.
4. **Limited Use** – Select this TRP type when issuing a permit to a dealer licensed in another state who needs to move a piece of equipment, such as agriculture or logging machinery, occasionally on or over state highways.
5. **Single Move** – Select this TRP type when issuing a permit to a customer who needs to move a piece of equipment, such as a mobile home or manufactured dwelling, from one point in the State to a destination on or over state highways.
6. **VIN Inspection** – Select this TRP type when a customer needs to drive a vehicle to and/or from a VIN inspection. This TRP type also is available to field operations employees.
7. **Title Paperwork** – Select this TRP type when the owner(s) of a salvage vehicle or a vehicle requiring a state-assigned vehicle identification number needs to move the vehicle to and from an inspection site prior to applying for a new title. It also is used when a customer moves to Montana and cannot title and register the vehicle until the title held by a third party, most often a lender, is provided.
8. **90 Day** – Select this TRP type when issuing a permit for various reasons (e.g., the customer is missing a prior title or security interest perfection release necessary for transferring ownership). The 90-Day TRP replaces a previously issued 40-day **Vehicle Sale** or **Private Sale** TRP as an extended permit for the customer. This TRP type also is available to dealership employees.

**NOTE:** Depending on your access level and the type of organization for which you work, you may not be able to issue all the types of TRPs listed above.

The following types of TRPs only can be issued by dealerships, auto auction businesses, and dealerships with auto auction privileges, or financial institutions, as noted:

1. **Courtesy Delivery** – Users select this TRP type when issuing a permit to the new owner(s) of the vehicle if the vehicle is being shipped to another dealership for customer pickup. This TRP type is available only to dealership employees.
2. **Auto Auction** – Users select this TRP type when issuing a permit before an auto auction. Printed in advance of the sale, these TRPs can have a future date listed in the sale date text box. The purchaser is listed as the auction house. After the sale, the auction house voids the TRP using the Update Purchaser reason, and adds the new owner's information. This TRP type is available only to auto auction businesses and dealerships with auto auction privileges.
3. **SI Demo** – Users select this TRP type when a financial institution allows a potential buyer to test drive a vehicle. The purchaser is listed as the financial institution. An **SI Demo** TRP is issued for 40 days and used for multiple test drives. This TRP type is available only to financial institution employees.

## TRP VOID REASONS

You can use the following reasons when voiding a temporary registration permit. For more information, please refer to [Page 55](#).

VOID REASON	SITUATION FOR USE	WHO CAN USE THIS VOID REASON?	AVAILABLE FOR THIS TRP TYPE	USE RULES	REQUIRES REISSUE
Lost	When the purchaser has lost the TRP.	Authorized Agents, MVD employees; also can be used by dealerships	All	<i>Before the TRP expires and before the title and registration transaction has been processed.</i>	Yes
Stolen	When the TRP has been stolen.	Authorized Agents, MVD employees; also can be used by dealerships	All	<i>Before the TRP expires and before the title and registration transaction has been processed.</i>	Yes
Damaged	When the TRP is damaged.	Authorized Agents, MVD employees; also can be used by dealerships	All	<i>Before the TRP expires and before the title and registration transaction has been processed.</i>	Yes
Title/VIN Mismatch	When the title and VIN do not match.	Authorized Agents, MVD employees; also can be used by dealerships	All	<i>Before the TRP expires and before the title and registration transaction has been processed.</i>	Yes
Data Entry Error	When there is a data entry error on the TRP and you need to correct information, or add or remove a second purchaser or a security interest.	Authorized Agents, MVD employees; also can be used by dealerships	All	<i>Before the TRP expires and before the title and registration transaction has been processed.</i>	Yes
Cancellation of Sale	When the customer no longer wants the vehicle. The action voids the TRP; the vehicle can be sold to another purchaser.	Authorized Agents, MVD employees; also can be used by dealerships	Vehicle Sale, Courtesy Delivery, Private Sale	<i>Before the TRP expires and before the title and registration transaction has been processed.</i>	No



VOID REASON	SITUATION FOR USE	WHO CAN USE THIS VOID REASON?	AVAILABLE FOR THIS TRP TYPE	USE RULES	REQUIRES REISSUE
Cancel Permit	When the customer no longer needs the TRP or if a county employee selects the wrong TRP type. This action voids the TRP; another TRP can be issued for the vehicle.	Authorized Agents, MVD employees; also can be used by dealerships	Plate Order, Limited Use, Single Move, VIN Inspection, Title Paperwork, SI Demo, Auto Auction, 90-Day	<i>Before</i> the TRP expires and <i>before</i> the title and registration transaction has been processed.	No
Wrong Vehicle	When the vehicle's VIN does not match the VIN to which the TRP was issued. This action voids the TRP; you must issue a new TRP for the correct vehicle/VIN.	Authorized Agents, MVD employees; also can be used by dealerships	All	<i>Before</i> the TRP expires and <i>before</i> the title and registration transaction has been processed.	No
Cancellation of Sale	When the purchaser no longer wants to buy the vehicle. The action voids the TRP; the vehicle can be sold to another purchaser.	Authorized Agents, MVD employees; also can be used by dealerships	Vehicle Sale, Courtesy Delivery, Private Sale	<i>After</i> the permit expires, but <i>before</i> the title and registration process has started.	No
TRP Completed	When the TRP did not go through the normal complete process and is in MERLIN, but needs to be marked as complete. The action marks the TRP as complete; the vehicle can be sold to another purchaser.	Authorized Agents, MVD employees	All	N/A	No

The following void reason only can be used by auto auction businesses and dealerships with auto auction privileges:

VOID REASON	SITUATION FOR USE	WHO CAN USE THIS VOID REASON?	AVAILABLE FOR THIS TRP TYPE	USE RULES	REQUIRES REISSUE
Update Purchaser	When the vehicle has been sold at an auction, the auction employee must change the purchaser's name from the auction company's name to the new owner's name.	Auto Auction businesses	Auto Auction	<i>Before</i> the TRP expires and <i>before</i> the title and registration transaction has been processed.	Yes



## TRP STATUSES

The following statuses may appear on the TRP Activity Results and TRP Specific Results pages. For more information, please refer to [Pages 45 and 86](#).

STATUS	MEANING OF STATUS
Active (Issue)*	TRP is active; it has been issued.
Active (Reprint)*	TRP is active and has been reprinted.
Active (Reissue)*	TRP is active and has been reissued.
Void (Void)*	TRP was voided <i>before</i> it expired using a Lost, Stolen, Damaged, Data Entry Error, Cancellation of Sale, Cancel Permit, Wrong Vehicle, Title/VIN Mismatch, or Update Purchaser void reason.
Voidx (Void)	TRP was voided <i>after</i> the TRP had expired using a Cancellation of Sale or TRP Completed void reason.
Admin Void (Void)	TRP was voided through the online TRP service's administrator user interface using a Lost, Stolen, Damaged, Data Entry Error, Cancellation of Sale, Cancel Permit, Wrong Vehicle, Title/VIN Mismatch, or Update Purchaser void reason.
Complete (Complete)	An automatic nightly process marks TRPs as complete once the title and registration process has been completed by an authorized agent.
Complete (Void)	TRP was voided <i>before</i> it expired using TRP Completed as the reason.
Expired (Reprint)	The expiration date of the TRP is been reached and the purchaser has not completed the title and registration process. The TRP was reprinted.
Expired (Reissue)	The expiration date of the TRP is been reached and the purchaser has not completed the title and registration process. The TRP was reissued.

\* If the word "error" also appears in the status column, it indicates that the TRP was affected by an error during processing.

## TRP FEES

ITEM	FEE**	WHO PAYS THE FEE?	WHEN IS THE FEE PAID?
TRP (Vehicle Sale, Courtesy Delivery, Private Sale)	\$20.09*	Purchaser	When the purchaser titles and registers the vehicle at a county office.
TRP (Plate Order, Title Paperwork, SI Demo)	\$20.09*	Requestor	At the time of issuance.
TRP (OUT OF STATE)	\$25.24*	Purchaser/Dealer	At the time of issuance.
DEALER LOGO (printed on the paper TRP)	\$1 <sup>+</sup>	Dealer	At the time of issuance.
90-DAY TRP	\$24.72*	Requestor	At the time of issuance.
AUTO AUCTION TRP	\$10.30* <sup>+</sup>	Dealer	At the time of issuance.
LIMITED USE TRP	\$51.50* <sup>++</sup>	Requestor	At the time of issuance.
SINGLE MOVE TRP	\$5.15* <sup>+</sup>	Requestor	At the time of issuance.
VIN INSPECTION TRP (salvage inspection fee)	\$19.06* <sup>+</sup>	Requestor	At the time of issuance.
SECURITY INTEREST PERFECTION	\$8.24* <sup>+</sup>	Dealer	At the time of issuance.

\* The fee includes a 3 percent MVD Admin fee.

\*\*Credit card processing fees are added if purchase is made with a credit or debit card.

<sup>+</sup> Paid in addition to the TRP fee.

<sup>++</sup> Paid in addition to the out-of-state TRP fee.